

**Job Title: Certified Medication Tech****Location: Maple Ridge Assisted Living Campus Essex Junction, VT 05452****Hours: Full Time and Part Time Day and Evenings****Job Description:**

Vermont's newest Assisted Living Facility has Part Time Medication Technician positions open for Full Time and Part Time – Day and Evening shifts. The Med Tech is responsible for providing the highest degree of quality care and services by administering medications and treatments in a safe, organized manner. Responsibilities include but are not limited to, administration of medications, documentation of medication administration, training of new med techs, and overseeing current med techs. The Med Tech also serves as Resident Care Provider/LNA as needed.

Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to complete with or without appropriate reasonable accommodation.

- Must go through and pass the Medication Administration class.
- Able to properly and safely set and administer all medications including diabetic and narcotic medications.
- Report all refusal of medications to nurse and ensure proper documentation is completed.
- Check all med books/EMAR and ensure that meds have been given, treatments completed, and all initials are complete throughout shift.
- Able to properly chart medications administered and immediately report to the nurse those medications not administered for any reason.
- Receive medication updates from DON or Wellness Nurse.
- Utilize Omniview
- Maintain that current orders are accurate and medications are available at all times and all shifts
- Maintain current supplies for medications (insulin supplies, cups, spoons) for all shifts on med cart
- Maintain accurate labeling and EMAR for the medications and med carts.
- Audit med cart weekly
- Audit medications for expired medications
- Communicate to physician offices of need of refills or new scripts in a timely manner so medications do not run out.
- Communicate to families in a timely manner the need for refills so medications do not run out.
- Communicate any and all resident changes to wellness nurse
- Train and assist all med techs
- Communicate any changes or information to all med techs as needed
- Attend all quarterly med tech meetings
- Understand that residents come first and assisting them whenever necessary.
- Understand and complies with all Resident Rights.
- Regardless of which shift, **this is an awake-position**. Sleeping or resting while on duty is strictly not permitted and Associate must return from scheduled breaks on time.
- Maintain a positive and professional environment and project a calm and competent image.
- Adhere to all OSHA regulations and safety procedures when bending, lifting, and using equipment.

- Immediately report any personal accident or work-related injury to a supervisor.
- Ensure efficient use of company supplies, materials, tools, and resources.
- Show attention to detail and has an acute sense of responsibility.
- Maintain a high level of confidentiality regarding residents, staff, and community.
- May perform other duties as assigned.
- Demonstrates flexibility and willingness to help other staff whenever necessary.

Minimum Qualifications:

- Completed the Medication Administration Course with the RN
- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Able to read and comprehend simple instructions, short correspondence, and memos. Able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Able to work various schedules and shifts as needed.

Required Behavior:

- Appearance is neat, clean, and according to dress code.
- Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
- Able to clearly present information through the spoken word; reads and interprets complex information; talks with residents, family members and customers; listens well.
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Able to work cooperatively with a group of people to achieve goals and objectives.
- Able to be tactful; maintain confidences and foster an ethical work environment; give proper credit to others; handle all situations honestly.
- Able to keep an open mind and change opinions on the basis of new information; performs a variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

If you are interested in applying or know someone to refer for the position please e-mail resume to kmunzir@mapleridgeessex.com