

ALF MEDICATION AIDE

DEPARTMENT: Personal Care
SUPERVISOR: Service Coordinator

FLSA STATUS: Non-Exempt
DATE: July 1, 2018

DUTIES AND RESPONSIBILITIES

Provide personal care services, assistance, support and supervision to residents. Administer routine medications to resident in accordance with state regulations.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Follow the assistance plan in providing services to residents.
2. Give residents prescribed medication by following and per medication procedures. Follow 5 rights of Medication administration action.
3. Assist residents with oxygen, ostomy treatments or other medical problems (insulin, blood sugar, finger sticking, blood pressure and pulse) as outlined in the service plan.
4. Assist residents with activities of daily living, including bathing, dressing, toileting, hygiene and mobility as outlined in the service plan.
5. Monitor health, safety and well-being of the residents.
6. Document in the communication book to changes in residents' functional status, personal needs, appointments, etc.
7. Assist in keeping the environment safe for residents.
8. Respond to resident emergencies; provide first-aid assistance and arrange for appropriate medical attention/follow-up.
9. Report all communication concerns about residents to supervisor or coworkers.
10. Assist in the development and updating of each resident's service plan.
11. Do personal laundry for residents if so requested in the service plan.
12. Strip and make residents' beds weekly; launder residents' linen and towels, fold and return to residents.
13. Assist in serving meals and bussing tables during mealtimes.
14. Clean residents' apartments on assigned days and as outlined in the service plan.
15. Encourage socialization among residents.
16. Provide one-on-one support/visitation to assigned residents as requested by supervisor or as specified in the service plan or daily communication log.
17. Practice safety in working around and with equipment, chemicals, tools and utensils
18. Provide transportation services, using the company vehicle as requested. Is licensed with appropriate license.
19. Identify supplies needed to perform tasks and report needs to supervisor.
20. Assist with the activity program; conduct activities as directed by the Activity Coordinator or assigned by supervisor.
21. Encourage and/or remind residents to participate in activities. Promote activities enthusiastically to pique residents' interest.
22. Chaperone activities outside the facility when requested.
23. Well being checks on residents every 2 hours according to service plan.
24. Record change, change out and notify medication/supplier records.

25. Clean and restock medication cart per director of service coordinator.
26. Perform related duties as assigned or as the situation dictates.
27. Perform all duties of personal service assistant as needed.

Risk Exposure Categories:

- 1**=Tasks may involve exposure to blood/body fluids.
- 2**=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3**=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.		X		
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.			X	
Pushing/Pulling 21-25 lbs.			X	
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.		X		
Climbing/Balancing:	X			
Stooping:			X	
Squatting:			X	
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

- Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

- Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Nursing station, drug room, resident rooms, and throughout the facility

QUALIFICATIONS

License/Registration: Possess a current acknowledgment card and/or certificate issued by a state agency. Valid drivers license.

Continuing Education: As required by state law and regulations

Education: Preferred High school diploma or GED equivalent. Successfully completed a certified medication training.

Experience: Experience preferred as a nursing assistant or home-health aide.

Standards: Function in accordance with accepted must complete onsite training pharmaceutical and nursing practices as set forth by state and facility policies and procedures.

Other: Willing to cooperate with licensed nurses; be aware of limitations and not attempt to exceed these limitations; work with the residents.

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.