

RANGELY DISTRICT HOSPITAL
JOB DESCRIPTION

JOB TITLE: Medication Assistant/Med Companion

DEPARTMENT: Assisted Living

WAGE CATEGORY: Non-Exempt

REPORTS TO: Assisted Living Director

JOB STATEMENT

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

JOB DUTIES

1. Follow the assistance plan in providing services to residents.
2. Assist in the development and updating of each resident's assistance plan.
3. Do personal laundry for residents if so requested on the assistance plan.
4. Strip and make residents' beds weekly, launder resident's linen and towels, fold and return to residents.
5. Assist in preparing meals, serving meals and bussing tables during mealtimes.
6. Clean resident's apartments on assigned days and as outlined in the assistance plan.
7. Assist residents with activities of daily living, including bathing, dressing, eating, toileting, hygiene and mobility.
8. Give residents prescribed medication or remind them to take medications.
9. Assist residents with oxygen, ostomies and other medical problems as outlined in the assistance plan.
10. Encourage socialization among residents.
11. Assist with the activity program, conduct activities as directed by the manager.
12. Encourage and/or remind residents to participate in activities. Promote activities enthusiastically to pique resident's interest.
13. Chaperone activities outside the facility when asked.
14. Monitor resident's health, safety and well being.
15. Document information pertaining to changes in resident's functional status, personal needs appointments, etc.
16. Assist in keeping the environment safe for residents.
17. Provide one-on-one support/ visitation to assigned residents on a weekly basis or as requested by supervisor or as specified in the assistance plan or daily communication log.
18. Report concerns about residents to supervisor and co-workers.

19. Respond to resident emergencies, provide first-aid assistance and arrange for appropriate medical attention/follow-up.
20. Provide transportation services, using the company vehicle.
21. Identify and supplies needed to perform tasks and report needs to supervisor.
22. Maintain an accurate record of chargeable services (transportation, cleaning, personal laundry, guest meals, guest room use, etc.). Submit record to supervisor by the designated date each month.
23. Practice safety in working around and with equipment, chemicals, tools and utensils.
24. Carry out other duties as assigned by supervisor.

WORKING BEHAVIORS:

1. Adhere to and carry out all policies and procedures.
2. Report on the job injuries to the supervisor before the end of the work shifts on the day the injury occurred.
3. Establish and maintain constructive working relationships with co-workers, residents, families and visitors.
4. Maintain confidentiality of verbal and written information pertaining to residents, facility operations and personnel.
5. Promote Eagle Crest in a positive way.
6. Promote teamwork in providing services to residents.

KNOWLEDGE EXPECTATIONS:

1. OSHA regulations – MSDS sheets and procedures
2. Fire and safety procedures.
3. Food handling regulations.
4. Operation of kitchen appliances (dishwasher, garbage disposal, microwave, coffee maker, and ice machine), office equipment (photocopier, telephone) and household appliances (vacuum cleaner, carpet shampoo machine).

WORKING CONDITIONS:

1. Heated/Air-conditioned, well-lit facility with minimal barriers.
2. Weekend work on a rotation basis
3. On-call on a rotation schedule.
4. Ability to lift, push or pull up to 50 lbs., using proper body mechanics and/or available equipment.
5. Bending or kneeling for up to 15 consecutive minutes to perform cleaning tasks.
6. Working 3 – 3.75 hours standing, walking and moving about without the need to sit down.
7. Working with cleaning chemicals.

QUALIFICATIONS:

1. Training/Education as a nursing assistant or home-health aide.
2. Certified medication training as outlined by the state.
3. Skills in nurturing and organizing similar to those in a domestic household.
4. Experience or interest in working with older adults.
5. Maturity, friendliness and enjoyment in working with people.
6. High school diploma or GED, with reading comprehension and writing ability at 12th grade level or higher.
7. Clean driving record (verified by MVR) and willingness to drive company vehicle to transport residents.

STANDARDS:

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. Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
3. Neat appearance, adherence to the dress code and good personal hygiene is expected.

I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation.

I understand that the first three months of employment are probationary. Furthermore, I understand that during this probationary period employment may be terminated at will by either party.

Employee Signature

Date

Administration

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Rangely District Hospital is an Equal Opportunity Employer