**Job Description – Med Aide**

Title: Med Aide

Supervisor: Resident Care Coordinator

FLSA Status: Non-Exempt, Hourly

**Purpose**

This position is responsible for carrying out medication administration to residents in accordance with their service plan, community policy and state regulations. Med Aides communicatd with medical professionals and families about the needs of residents under the direction of the Health Services Director and/or Resident Care Coordinator.

**ESSENTIAL FUNCTIONS** (required)

* Communicating in English with all residents, families and visitors.
* Must be self-motivated and have the ability to work independently ad make decisions.
* Excellent organizational skills; detail oriented
* Pleasant, professional and personal manner.
* Must have compassion for and desire to work with the elderly
* Licensed CNA or NAR with fundamental of care training and 6 months experience as Caregiver, Med Aide experience preferred, or completed training as required by state regulations
* Ability to remain calm under stressful conditions
* Must meet all health requirements, including TB
* Must be able to perform duties and responsibilities with or without reasonable accommodations.
* Must pass criminal background check
* Ability to supervise other employees, exercising independent judgment

**DUTIES**

1. **Providing Care of Residents:** Caregiver/ Med-Aides are responsible for following the services outlined in each resident’s service plan in a friendly and supportive manner. This includes passing resident medications in accordance with physician orders and as stated on the Medication Administration Record for all residents. Med-Aides are also required to document any observed change of condition in accordance with local rules and regulations and Facility Policies. Communication between Med-Aides on resident needs is required for consistent quality services and is the responsibility of each Caregiver/ Med-Aide. Caregiver/ Med-Aides also participate in meal service including serving, clearing and cleaning the dining room.
2. **Maintaining required training:** Med-Aides are required to maintain the proper certifications required by local and state licensing agencies which include on-going in-service trainings, accreditations, specific coursework and certifications.
3. **Maintaining Compliance with all local, state and federal guidelines:** Caregiver/ Med-Aids are responsible for following all local, state and federal rules and regulations as they apply to services delivered for all residents. This involves resident care and documentation, and compliance with HIPAA, OHSA, Bloodborne Pathogen Guidelines.
4. **Safety Compliance:** Med-Aides are responsible for insuring that they work in a safe manner and that they support other employees in working in a safe manner and that unsafe actions are to be corrected. Compliance with Safety Committee Standards is required. Should workplace injuries occur, the staff is to assist the Executive Director and Health Services Supervisor when required with the investigation, return to work, and management of the injured worker communication with care provider and Management Company.
5. **Team Effectiveness:** Med-Aides are responsible for fostering teamwork with co-workers, showing initiative in overcoming obstacles, taking actions which assists others beyond job responsibilities, and having a positive impact on co-workers, residents and visitors.
6. **Perform other duties as assigned:** This job description in no way states or implies that these are the only duties to be performed by a person in this position. An employee with this job title will be required to follow any other instructions and to perform any other duties requested by his or her supervisor

**SUPERVISION**

Reports to the Health Services Supervisor – RCC & RN/LPN

**EDUCTION & LICENSING**

High School Diploma or Equivalent. Certifications as required by State.

**Working Conditions**

Verbally able to articulate in person and over the phone. Able to communicate in written form and complete documentation as required by state and Facility Policies.

Med-Aides encounter stressful conditions dealing with residents, employees and business activities. Also must be able to work well under pressure, to resolve conflicts, to prioritize tasks, and follow through with ideas. Excellent verbal and written skills, and interpersonal skills and company regulations.

**Physical/Sensory Requirements (with or without the aid of mechanical devices)**

Medium Work – Ability to exert 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently and/or greater than negligible up to 10 pounds of force constantly to lift , carry, push, pull or otherwise move objects.

**OSHA Category Classification**

II: Potential for exposure to bloodborne pathogen

**NOTE:** *This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the business and requirements of the job change.*

**Signature**

**I have received a copy of the above job description and I acknowledge that I have read and understand it. I also understand the minimum standards expected of me as outlined above and that they may be altered from time to time. I further understand it is my responsibility to perform the duties described to the best of my ability and to meet or exceed the standards as set forth in the above job description. By signing below I certify that I meet the minimum requirements and physical demands of the job.**

**Signature Date**