

## JOB DESCRIPTION

POSITION TITLE: MEDICATION AIDE/ LEAD RESIDENT CARE ASSISTANT

REPORTS TO: RESIDENT CARE MANAGER

FLSA STATUS: Non-exempt

FUNCTION: Responsible for direct resident care and oversight of care givers on shift. Responsible for all aspects of safe medication administration.

### KNOWLEDGE EXPECTATIONS:

This individual will be responsible for the general care of the residents in their building on their shift and for safe medication administration according to established medication system of the community. They should have received the medication training and orientation to safe medication administration by the RN for the campus before being assigned to this position. Must demonstrate good decision-making capabilities. Must be able to work well with others in the team and be a leader.

Daily contact with all residents and care manager. External contacts include appropriate contacts with resident's families and prospective residents, Physicians, home health nurses, physical therapists, and the RN / LPNs.

### WORKING BEHAVIORS:

1. Has the authority to direct other care giving staff when necessary.
2. Follows direction when given by RN. Resident Care manager and Administrator or manager in charge.
3. Report any significant change in resident condition to Resident Care Manger
4. Follows through with medication changes efficiently and in a timely manner.
5. Is responsible for safely administration of medications to residents according to their care plan and established medication system for the community
6. Establishes and maintains good working relationships with co- workers, residents and families.
7. Assist residents with bathing, grooming, hygiene, dressing, and personal laundry, provide basic fingernail and toenail care, and assist with activities as requested or assigned.

### DESIRABLE EDUCATION AND EXPERIENCE:

High school graduate or equivalent. Must be literate and capable of understanding written and oral orders; communicate in English with residents, physician, case manager, and appropriate others; and be able to respond appropriately to emergency situations at all times.

Previous experience in health care field with state required certifications, as a CMA/CNA.

### STANDARDS:

1. Our residents come first and their needs are our first concern.
2. Employees will not work under the influence of mood altering or illegal drugs or alcohol.
3. Professional appearance and dress, along with good personal hygiene is expected at all times.
4. Promote and represent The Company and your community in a positive way at all times.
5. Will perform other duties as requested by supervisor.

---

SIGNATURE

DATE