



GRACE MGMT INC.  
A CPF LIVING COMPANY

**JOB DESCRIPTION**  
**Grace Management, Inc.**

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**Position:** Medication Technician

**Reports to:** Wellness Director

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**Summary of Duties**

The primary responsibilities of the Medication Technician are to: 1) Administer or assist with the administration and/or supervision of medications to the residents in a safe, accurate, and timely manner (dependent on State regulations); and 2) Provide physical and psychosocial care to all residents in a manner that promotes dignity, choice, and individuality. This position reports to the supervisor on duty as well as the Wellness Director.

**Essential Functions**

- Administers or assists with or supervises the administration of medications according to the physician order on the medication administration record (MAR).
- Documents medications administered on the MAR in accordance with Company policy; Checks MARs immediately after administration and prior to end of shift to ensure documentation is complete and accurate.
- Conducts change of shift report with oncoming/outgoing shift personnel.
- Maintains security of medication cart and narcotic keys during entire shift; Conducts narcotic count at the beginning and end of every shift in accordance with company policies and procedures.
- Provides assistance with activities of daily living such as with bathing, dressing, personal hygiene (includes shaving, oral care, nail care, hair care, foot care), toileting, eating, and ambulation/mobility.
- Works collaboratively with peers and other team members.
- Maintains professional demeanor at all times when interacting with residents and families.
- Reports any suspected or witnessed instances of verbal, mental, or physical abuse to licensed staff immediately.
- Utilizes safe transfer techniques when assisting residents with mobility.
- Observes and reports changes in residents' physical condition and cognitive/emotional status to Wellness Director or charge nurse, as needed.
- Assists residents without swallowing difficulty with eating.
- Responds to emergencies in a prompt and calm manner; Immediately reports such emergencies to the charge nurse and/or Wellness Director.



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- Understands and uses Centers for Disease Control and Prevention Standard Precautions, OSHA's Occupational Exposure to Bloodborne Pathogens standard, and follows established infection control procedures, hazardous communication, and other safety rules.
- Ensures cleanliness of residents' rooms and promptly reports all violations of safety and sanitation rules to supervisor.
- Documents provision of services on company forms.
- Operates designated medical equipment, copy, scan, and fax machines and telephone.

### Non-Essential Functions

- Provides all necessary care and services to assigned residents and assists other wellness associates as needed.
- Participates in and supports the resident-centered activities program.
- Cares for sensory enhancement devices such as eyeglasses and hearing aids.
- Completes housekeeping tasks such as bed-making, linen changes, vacuuming, emptying trash, and cleaning bathrooms.
- Washes residents' laundry as needed.
- Escorts residents and coordinates internal transportation needs.
- Assists residents with personal correspondence/telephone use when requested.
- Conducts room checks and resident rounds.
- Monitors for environmental safety hazards.
- Assists in a variety of tasks related to dining (escort residents to dining room, assist with set-up and clean tables, serve meals, bus tables, etc.).
- Attends and participates in staff meetings and mandatory in-services.
- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations.
- Follows-up with appropriate staff, residents, or other individuals regarding reported complaints, problems, and concerns.
- Acts as an ambassador and public relations representative to guests and other visitors.
- Demonstrates an appreciation of the heritage, values and wisdom of the residents, and an understanding of the aging process.
- Collaborates with associates in other departments to assure necessary care and services are provided.
- Participates in projects or committees as assigned.
- Performs related duties as assigned.



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### Knowledge, Skills, Abilities, and Experience

- Satisfactory completion of state-required education/certificates/testing in relation to medication aides as well as the company medication aide skills competency checklist.
- Ability to read, write, and speak in English.
- Be in good physical health and free of communicable diseases; Lifting, bending, and pushing medication cart about residence is required.
- Must be able to lift 40 pounds.
- Completion of drug testing and criminal background check upon hire and upon request of supervisor.
- Experience in Assisted Living preferred.