Job Title: Assisted Living Medication Manager	**Reports To:** AL Executive Director/Delegating RN
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

Medication Managers are responsible for providing personal care and assistance to the tenants in the Facility. Personal care may include assistance with dressing, grooming, going to the bathroom, ambulating, eating, and bathing/showering. Medication Managers are responsible for observing and reporting changes in tenants' health, cognitive or functional conditions to the nurse.

This position is responsible for administering prescribed medications, maintaining proper documentation, and observing tenants for adverse reactions.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Community and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the tenants and staff members is the number one priority of their Community.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Reference Universal Worker Job Description. All tasks described within the Universal Worker Job Description.
- Administer medications and/or treatments as delegated by the RN and in accordance with regulatory requirements.
- Administer medications as ordered by the physician and described on the Medication Administration Record (MAR) and/or Treatment Administration Record (TAR).
- Follow all hand hygiene and gloving procedures per Program protocol.
- Follow all key control procedures per Program protocol.
- Complete all required documentation either written or electronic in an accurate and timely manner as required by Program policy and regulation.
- Document required information and sign entries.
- Follow all policies and procedures related to medication administration, narcotic medication administration, narcotic counts, and destruction of medications.
- Know and follow each tenant's individualized service plan.
- Comply with established infection control and universal precaution practices. Follow Program Fire Safety and Disaster policies and procedures.
- Follow Tenant Rights policies at all times.
- Demonstrate knowledge of medication administration policies and procedures.
- Take and record vital signs of Tenants as assigned or as may be required by certain medications.
- Observe and report any reactions or side effects of medications to a licensed nurse.

- Communicate to the licensed nurse any discrepancies between the medication container and the MAR.
- Observe all Program safety policies and procedures including working responsibly to ensure personal safety.
- The physical activities of this position involve: balancing, bending, crouching, fingering, use of thumb, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
- The sensory and communicative activities essential to the performance of this position include: feeling, hearing, seeing, smelling, speaking, reading, and writing.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.

EDUCATION & EXPERIENCE REQUIREMENTS

- High school diploma or equivalent.
- Must be at least 18 years of age.
- Must have successfully completed an approved State of Iowa course for Medication Manager.
- Participation in delegation/training conducted by Delegating RN.
- All personnel employed by a dementia-specific program shall receive a minimum of eight hours of dementia-specific education and training within 30 days of employment.
- Maintain active Dependent Adult Abuse training certification, and/or have the ability to complete the required training within 6 months of hire.
- Must participate in on-going continuing education and in-serving.
- Safe food handling orientation/training.

REQUIRED SKILLS

- Participation in delegation/training conducted by Delegating RN, dependent adult abuse training, safe food handling orientation/training, and all training specific to job tasks and emergency processes.
- Must also participate in on-going education and in-services.

PHYSICAL REQUIREMENTS

- Ability to lift up to 35-100 pounds sometimes more with assistance. An individual in this position will be expected to use, assist and demonstrate devices for handling or lifting residents.
- This position requires regular movements such as: grasping, kneeling, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to: inside environmental conditions, physical chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

REQUIRED SKILLS

- Consistently demonstrate dependability, responsibility, and set a positive example for all other staff.
- Passionate about excellent resident care, compliant processes, and methodologies and a willingness to continually learn.
- The ability to work both independently and within a team.

- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility/Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility/Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME