

**SERVICES FOR ALL GENERATIONS ENTERPRISE
ST. ANTHONY VILLAGE/ASSUMPTION VILLAGE**

MEDICATION AIDE

Reports to: Resident Services Director
Nonexempt

FLSA Status:

Every employee is considered a vital member of a team dedicated to the welfare of those we serve. Each employee is expected to honor the dignity of our residents and clients; respecting the faith vision that is the foundation of our villages.

General Summary

Responsible for caregivers on assigned shift; ensures proper services are provided to residents; handles all care-giving and facility issues during shift. Distributes medications and provides care and support in daily assisted living activities for facility residents.

Essential Functions

- Distributes medications and provides care and support to residents in daily living activities.
- Performs audits on medications, charting and other areas as assigned.
- Maintains daily, weekly, and monthly logs and reports on care of residents.
- Coordinates with outside resources, i.e. home health, hospice and physician offices regarding resident care issues, as assigned by the Corporate Nurse.
- Documents provisions, where appropriate, in resident service plans.
- Works closely with Resident Services Manager to ensure that resident needs are met, to discuss staff issues, and to resolve problem areas.
- Attends mandatory in-service trainings.

Qualifications

Knowledge of the aging process and care-giving practices. Ability to be sensitive to the needs of the elderly and interact effectively with the elderly. Demonstrate the ability to lead others, respond well to difficult situations, organize work assignments, and problem solve. Ability to work independently, be self-motivated, and handle numerous interruptions. Ability to maintain good working relationships with all staff.

Physical Requirements

While performing the duties of this job, the employee is continuously required to stand, walk, bend, stoop, crouch, reach above shoulder height, grasp, and handle. The employee is frequently required to talk and hear. Position may frequently lift and/or move residents, in a weight range of 100 to 150 pounds.

Education and Experience

High school degree or equivalent; and three years experience in care-giving; or any equivalent combination of training and experience that demonstrates the ability to perform the essential functions.

Working Conditions

Working conditions include exposure to infectious blood or body fluids; encounters with angry or upset residents.