

Med Tech Job Description

Job Overview: The charge nurse is responsible for assisting with the overall health concerns of each resident. Specifically, duties would include involvement with resident assessments, medication/pharmacy management, resident activities of daily living and personal care needs of the resident. These services must be performed to ensure the health, welfare, safety, and satisfaction of our residents.

Essential Duties and Responsibilities Include the Following:

- Assisting residents with ADL's including, but not limited to bathing, grooming, dining, etc.
- Assisting with all pharmacy/medication needs and ensure compliance with state regulations and Heritage Springs Memory Care, Inc. policies and procedures.
- Supervising, assisting, and participating in pouring meds, passing meds, documenting properly, ordering meds, is in charge of med book and checking that physician orders, med sheets, and meds are correct. Administers injections as required.
- Can adequately assess patient and accurately report medical findings to physicians and document same. Can accurately explain new orders or procedures to Resident Assistants.
- Can properly admit a resident.
- Can file all medical information charts, report accurately to physician, document same and carry out new orders.
- Can appropriately function in an emergency (medical, physical, fire, wandering away of a resident, exacerbation of behavior, breakage of equipment, etc.)
- Will carry and respond to beeper on working days, or at times designated by the administrator.
- Will immediately report all pertinent information, suggestions, or problems to the administrator.
- Assist with physician or podiatrist as needed, within reason.
- Will participate in staff teaching and training, such as but not limited to proper care of residents' hygiene needs, hand washing, vital signs, nutrition, etc.
- Will participate and may teach in service training.
- Answer phones while on duty.
- Assists in the marketing of facility by promoting a positive experience for the resident and family.
- Will be in charge person in the absence of other management team members.
- Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience:

- Must be graduate of an accredited school of nursing with an LPN or RN degree, or certified to administer medication.
- Current valid state license or graduate license.
- Ability to maintain effective working relationships with other associates and relate well with residents.
- Must have adequate English communication skills.

Work Environment:

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of the job.

Work often in clean, well-lit, heated and cooled surroundings. Occasionally, work outside which would require exposure to varying weather conditions. Subject to exposure to hazardous chemicals or infectious substances. Subject to possible injury from irrational residents.

Mental Requirements:

Alert and attentive to detail. Ability to remember names and faces. Able to plan own work activities and manage multiple tasks under pressure. Must present a neat, clean professional appearance. Must demonstrate a positive, cheerful attitude towards associates and residents. Ability to direct the work of others.

Physical demands:

Requires frequent standing, walking, turning, stooping, bending, stretching, reaching, and lifting to assist residents and associates as needed. Must be able to lift 10 to 50 pounds. Ability to maintain verbal and written communication with associates and residents. Ability to operate office equipment.

**Heritage Springs Memory Care is an equal opportunity employer.*