



PEACHTREE HILLS PLACE
AN ISAKSON LIVING COMMUNITY

JOB DESCRIPTION

TITLE: Certified Medication Aide

REPORTS TO: Assisted Living Guide / Memory Care Guide

GENERAL SUMMARY:

The Home Care Certified Medication Aide provides medications and personal care and non-personal care assistance to Members/Clients when there is a need. Assists Members/Clients so that independent living can be maintained for as long as appropriate and possible. Promotes independent living activities while giving assistance, companionship and engaging meaningful to a resident.

ESSENTIAL JOB DUTIES:

- Deliver routine daily medications, either prescription or non-prescription, to patients
- Coordinate with various nurses to assist with patient care and medications
- Follow instructions on how to manage medications
- Record medication dosages and times
- Takes vital signs as indicated
- Changes beds, gives showers or baths and assists with dressing
- Assists with escorts to the dining room, beauty shop, physical therapy, activities, etc.
- Makes daily rounds to ill Members/Clients
- Keeps Supervisor informed of Members/Clients' status
- Provide engaging and meaningful activities
- May transport Member/Clients on outings and appointments

Other Duties:

- Monitors patient condition by observing physical and mental condition, intake and output, and exercise notifying nursing supervisor of changes or unusual conditions
- Supports patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands
- Assists patients by providing personal services, such as, bathing, dressing, and grooming
- Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene
- Helps family members care for the patient by teaching appropriate ways to lift, turn, and re-position the patient; advising on nutrition, cleanliness, and housekeeping
- Records patient information by making entries in the patient journal; notifying nursing supervisor of changes or unusual conditions

- Maintains a safe, secure, and healthy patient environment by following asepsis standards and procedures; maintaining security precautions; following prescribed dietary requirements and nutrition standards
- Updates job knowledge by participating in educational opportunities
- Protects the home care agency by adhering to professional standards, home care policies and procedures, federal, state, and local requirements
- Enhances service reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Assists with Medication reminders as scheduled
- Assists and accompany the resident in making doctor's appointments
- Performs specific work duties and responsibilities as assigned by supervisor

QUALIFICATIONS:

- Current GA CMA certification
- Ability to understand and follow instructions in English, communicate effectively with Members/Clients, family and staff, and perform simple arithmetic
- Ability to document care given
- Excellent assessment skills
- Ability to transfer Members/Clients weighing 50 pounds or more using a transfer belt, mechanical lift or with the assistance of others

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to stoop, bend, stretch, and squat to access files and various documentation; must be able to lift up to 20 pounds frequently.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature _____

Date _____

Supervisor or HR Personnel Signature _____

Date _____