



## RESIDENT WELLNESS ASSISTANT Job Description

### **POSITION SUMMARY:**

The Resident Wellness Assistant is responsible for ensuring processes and procedures related to wellness and resident medications are implemented accurately. This position will conduct consistent monitoring and tracking, will ensure medications are accurate and complete prior to distributing to staff, oversee the disposal of expired medications, and be a strong team collaborator with program staff, guardians, team members, and physicians. This person is expected to demonstrate a positive attitude, a willingness to learn and grow, and provide approachable guidance and technical support to direct care staff. The Resident Wellness Assistant reports to the Chief Program Officer.

### **QUALIFICATIONS:**

- At least 21 years of age
- Degree in a related field and/or 2 years' experience with adults who have intellectual disabilities in a community setting
- Have basic knowledge of medical terminology and compliance practices
- A good working knowledge of computers and Microsoft Office required; experience with Oasis and Salesforce preferred
- Must be able to work independently, take initiative, and be self-motivated
- Valid driver's license required
- Good communication (written and verbal) skills
- Good time management skills
- Demonstration of proficiency in attention to detail

### **EMPLOYMENT EXPECTATIONS:**

- Dependability
- Appropriate use of supervision and consultation
- Maintain clear and accurate records
- Cooperation with and support to all community members
- Compliance with personnel policies set forth by the Board of Directors
- Monitor and advocate for the rights and welfare of residents
- Respect for others and openness to the insight of others
- Willingness to learn
- Attendance at required meetings and trainings
- Commitment to modeling the mission of Day Spring
- Conduct self-according to the organization's expectations of professionalism and confidentiality
- Ethical decision-making and appropriate supervision
- Good time management



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### **RESPONSIBILITIES:**

- Ensure Medication Administration Records are updated with current physician orders for routine and PRN medications
- Coordinate with pharmacies to ensure residents receive accurate medications and related prescriptions
- Receive medications from pharmacy service, verify deliveries, ensure distribution and facilitate medication changes
- Ensure medications are stored, administered, and disposed off correctly
- Create/review monthly MARs, scan, and file in resident binders timely
- Follow up with physician offices to obtain updated documentation and facilitate filing
- Schedule appointments and accompany residents, as needed for medical visits
- Compile reports and resident-specific documents, as directed by supervisor
- Communicate with other services providers, as directed by supervisor
- Maintain clear and accurate records
- Participate in required meetings and trainings
- Perform other duties as assigned

### **WORKING CONDITIONS**

#### **Physical Demands**

- The Resident Wellness Assistant will have to spend time sitting and using office equipment and computers which can cause muscle and eye strain. The Resident Wellness Assistant may also have to do some light lifting of supplies and materials from time to time.

#### **Environmental Conditions**

- Day Spring is a busy facility. The Resident Wellness Assistant may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, staff, vendors and family members. The Resident Wellness Assistant may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.
- It typically may require longer work days and varied schedules. They may have to work nights, weekends or even over the holidays.



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I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.

Printed Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_