**POSITION SUMMARY:**

The Qualified Medication Aid is responsible for overseeing and implementing medication administrations to residents on each shift in addition to providing direct care support. This position will collaborate closely with the shift supervisor and program team members for wellness, quality, and compliance needs. The Qualified Medication Aid is supervised by the shift supervisor. Shifts available include 6a-2p and 2p-10p with alternating weekend shifts.

**COMPENSATION:**

This is a full-time position and has a starting hourly rate of $18-$22/hour based on proven experience. A lucrative vacation and sick time policy is available as well as full employee benefits.

**QUALIFICATIONS:**

* At least 21 years of age
* A copy of your high school diploma or transcript with graduation date, or GED documentation, or degree in a related field and/or 2 years’ experience with adults who have intellectual disabilities in a community setting
* Must be an active SRNA in Kentucky with KMA certification.
* A letter from the Kentucky Board of Nursing stating you are currently on the Kentucky Nurse Aide Registry.
* Worked a minimum of 1,000 hours as a CNA within the last 24 months
* Complete the 100 hour QMA Training Program
* Pass a QMA written competency evaluation
* Completion of Medication Assistant Training Program and Certified Nursing Assistant Program. One to two years related experience and/or training, or equivalent combination of education and experience
* preferred.
* Medication Assistant Certification and Certified Nurse Assistant Certification, as required.
* Have 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

**RESPONSIBILITIES:**

* Ensures the current script, medication, and MAR reflect identical information prior to administering medication.
* Administers medication to residents in accordance with standards of practice with certified training by the nurse.
	+ This includes but is not limited: recordation of name of drug, dosage, and time of administration on specified forms or records; administers scheduled medications according to established facility/pharmacy medication administration policies and procedures.
* Observes and monitors residents for responses to medication(s), documenting resident reactions according to policies and procedures.
* Ensures proper documentation is maintained for administration of medications within electronic health portal (Oasis)
* Maintains and applies current skills and knowledge through continuing education and in-service programs.
* Carries out responsibilities in compliance with federal, state, local laws and regulations, and with facility philosophy, policies and procedures.
* Accompany residents, as needed for medical visits
* Communicate with other service providers, as directed by supervisor
* Supervise and advocate for residents with the goal of decreasing dependence, increasing self-reliance and fostering interdependence.
* Monitor physical and mental well-being of residents, reporting needs to the Program Manager as they occur.
* Provide housekeeping supervision and oversight.
* Assist residents in planning daily schedules.
* Provide support to resident transportation, purchasing and finances with goal of maximum independence.
* Ensure safe living conditions.
* Direct/supervise/motivate/assist individuals who need care/help and training in personal hygiene.
* Ensure all required documentation is completed (daily notes, incident reports, communication in log books, monthly summaries, etc.)
* Actively engage in building a relationship with the family members, friends and guardians of the residents.
* Implement age-appropriate, functional and engaging in-house or community activities (encourage participation, foster interaction(s) between residents).
* Follow HIPAA guidelines regarding privacy and security of consumer protected health information
* Provide Community Living Supports, as indicated, which shall consist of routine household tasks, activities of daily living, personal hygiene, shopping, money management, medication management, socialization, relationship building, leisure choices, community activities, and therapeutic goals.
* Provide Homemaker Services, as indicated, which shall consist of support with general household activities.
* Provide Personal Care Services, as indicated, which shall consist of assisting a resident with eating, bathing, dressing, personal hygiene, or other activities of daily living.
* Maintain clear and accurate records
* Participate in required meetings and trainings
* Perform other duties as assigned

**WORKING CONDITIONS**

**Physical Demands**

* The Qualified Medication Aid will have to spend time sitting and using office equipment and computers which can cause muscle and eye strain. The Qualified Medication Aid may also have to do some light lifting of supplies and materials from time to time. . Be healthy and physically fit including the physical requirements of lifting individuals, standing for long periods, crouching, twisting/turning, weight bearing, swimming, walking and other physical activities as required.
* Be able to lift up to 50 pounds.
* Exhibit abilities to see, hear and speak to individuals under their care.
* Must possess a valid driver’s license to operate and drive a vehicle.

**Environmental Conditions**

* Day Spring is a busy facility. Qualified Medication Aids 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 Qualified Medication Aid may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.
* The employee is occasionally exposed to moving mechanical parts and vehicles; the noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. Typical work duties can vary depending upon different, however in most cases, the employee will be responsible for the daily care of the residents. This can include administering medication, updating records, providing emotional support, and resident education.
* It typically may require longer work days and varied schedules. They may have to work nights, weekends or even over the holidays.
* Additionally, the employee will need to protect themselves from possible work-related hazards, during the course of resident care, since they may be exposed to infectious diseases, body fluids, radiation, chemicals, etc.