**TITLE: Certified Medication Aide**

**LAST REVISED: November 5, 2015**

**REPORTS TO: LPN/RN Supervisor & DON/ADON**

**METHOD OF PAY: Hourly**

**Purpose of Position:**

The primary purpose of the position is to provide physical and emotional care to our residents at all times in a clean, friendly, and safe environment.

**Key Strengths and Requirements:**

* Administer medications as ordered by the resident’s physician or other health care provider.
* Ensure that medication and narcotic records are accurate and also that all procedures are followed.
* Provides daily direct care to residents. This includes but is not limited to: bathing, dressing and grooming; food consumption; transferring and ambulating. Provision of care also includes: providing comfort to residents by creating a positive home-like environment; helping the residents develop trust; offering emotional support; working with residents’ families; and communicating and actively listening.
* Monitors and reports to Charge Nurse change in resident condition or other relevant matter(s). An individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* Provides for the residents’ health needs, including but not limited to: determining measurements accurately as assigned (vital signs, intake, output and food consumption, etc.); ensuring proper documentation is maintained; assisting the nurses during treatments, medical procedures and emergencies; recording accurate, legible information about resident care and condition per facility practices; and responding to any call light or emergency alarm.
* Maintains employee and resident safety. Duties including but are not limited to: following infection control practices; maintaining a clean and safe environment; reporting safety problems immediately; performing procedures correctly; timely reporting injuries to Charge Nurse; participating in fire and disaster drills. In an emergency, carries out assigned duties to assure resident and employee safety timely.

**Education / Experience:**

* Must hold a current CNA License in the State of Georgia and Medication Aide Certification
* Must have at least 6 months to 1 year previous experience in long term care.

We look forward to hearing from you. Equal Employment Opportunity Employer