

JOB DESCRIPTION

Title of Position: Medication Manager
Reports to: Manager of Residential Services
Wednesday – Sunday; 5 p.m. – 9 p.m.

Position Summary: Accountable for the security of all medication and supervision of the community at the residential facility.

All employees are expected to support the mission of The Women’s Home “to help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals”. This is accomplished in many practical ways and by expressing in everyday work behavior our core values: Dignity – Respect for the worth of every person; Integrity – Honesty, justice, consistency and ethical practice in all relationships; Inclusiveness – Diversity in those we serve, our staff and leadership; Stewardship – Wise use of talents and resources in the service of others; and Holistic Growth – Empowering individuals to adapt creatively to changes in life. Through honoring these core values we seek to work harmoniously with staff, clients, donors, and the community by maintaining emotional control and diplomacy during all interactions and by communicating verbally and non-verbally in an articulate and professional manner.

I. General Responsibilities

- A. Observe, confirm and record medication self-administered by residents.
- B. Inventory all prescribed medication weekly, and conduct medication audits.
- C. Alert Manager of Residential Services of any and all **Schedule I, II, III, & IV** medication that is found on campus.
- D. Discard all discontinued medication monthly and complete required report.
- E. Record all prescribed medication that enters the residential facility.
- F. Provide and file all medication receipts for discharged residents.
- G. Secure all medication and resident files.
- H. Update medication spreadsheet which records medication being taken by current program participants.
- I. Conduct drug tests, room & bag searches as needed.
- J. Dispense over-the-counter medications as needed, and record in required log.
- K. Transport residents in company van in cases of an emergency
- L. Report and document all client and medication incidents to the Manager of Residential Services.
- M. Drop off and pick up medication prescriptions.
- N. Alert Manager of Residential Services of resident medication depletion levels, shortages, non-compliance by residents, and medication misuse by residents.
- O. Assist Residential Supervisors with campus monitoring when needed.
- P. Attend and participate in monthly staff meetings.
- Q. Assist with quarterly client awards banquet.
- R. Other duties as assigned by the Manager of Residential Services.

II. Qualifications

- A. Accuracy in mathematics, attention to detail and legible handwriting.
- B. Advanced written and verbal communication skills.

- C. Professional demeanor.
- D. Flexible, punctual, discreet, teachable, dependable.
- E. Ability to work with minimal supervision.
- F. Willing to confer with supervisor when needed.
- G. Experience with substance abuse and/or mental illness is a plus.
- H. Valid Texas Driver's license with no outstanding warrants or tickets
- I. Transport residents in company van in cases of an emergency

Working Conditions

- A. Staff is based inside Main Residence. Staff will have a desk, access to a computer and other standard office equipment (e.g., copier, fax, etc.)
- B. Staff must be able to handle walking inside the building, and inside the grounds of the residential area. Staff must be able to walk up one flight of stairs.
- C. Occasional lifting. Staff must be able to lift 15 – 20 pounds.

Physical Requirements

Walking, standing, writing, bending, lifting

Education/Experience

Bachelor's degree preferred in Nursing, Psychology, Social Work, Counseling or related field coupled with a minimum of 1 year mental health experience. Extensive training in medication management is a plus.

Certification/Training

CPR, First Aid

I have read and received a copy of the Medication Manager Job Description.

Signature

Date