

JOB DESCRIPTION

Title of Position: Medication Technician

Reports to: Manager of Clinical Services

Hours: Wed 3:30-9pm, Thurs-Sun 5-9pm. Also responsible for holiday, vacation, and emergency shift coverage shared among team.

Salary: \$16.50hr

- A. **Position Summary:** This position is responsible for the security of all medication, organizing a plan for all medication box refills, as well as observe, confirm, and record self-administered medication by residents. In addition, the medication technician will work in collaboration with staff and clients to provide a welcoming, trauma-informed atmosphere to empower clients to regain their self-esteem and continue with their goals while managing their medications appropriately.

II. General Responsibilities

- a. Maintain inventory all prescribed medication weekly, and conduct medication audits.
- b. Alert Manager of Clinical Services of any and all **Schedule I, II, III, & IV** medication that is found on campus.
- c. Discard all discontinued medication monthly and complete required report.
- d. Record all prescribed medication that enters the residential facility.
- e. Provide and file all medication receipts for discharged residents.
- f. Secure all medication and resident files.
- g. Update medication spreadsheet which records medication being taken by current program participants.
- h. Conduct drug tests, room & bag searches as needed.
- i. Dispense over-the-counter medications as needed, and record in required log.
- j. Track use of all over the counter medications and coordinate ordering of supplies.
- k. Transport residents in company van in cases of an emergency
- l. Report and document all client and medication incidents to the Manager of Clinical Services.
- m. Drop off and pick up medication prescriptions.
- n. Communicate and work with clients and staff regarding 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 Clinical Services and Team Leads.

III. Qualifications

- a. Bachelor's degree in Nursing, Psychology, Social Work, Counseling, Pharmacy or related field preferred.
- b. One year experience working in field of mental health.
- c. Extensive training in medication management is a plus.
- d. Accuracy in mathematics, attention to detail and legible handwriting.
- e. Advanced written and verbal communication skills.
- f. Professional demeanor.
- g. Flexible, punctual, discreet, teachable, dependable.
- h. Ability to work with minimal supervision.
- i. Willing to confer with supervisor when needed.
- j. Experience with substance abuse and/or mental illness.
- k. Valid Texas Driver's license with no outstanding warrants or tickets
- l. 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

Certification/Training

CPR, First Aid