



## Certified Medication Tech

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- Full-Time
  - 40 hours per week
  - Medical Benefits available
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### Required Qualifications:

- Certification as a Medication Tech and must be able to show Certification
- Must be at least 21 years of age
- All opportunities at GLOM are contingent upon successful completion and receipt of acceptable results for the following:
  - PPD test for tuberculosis and satisfactory results
  - CCL approved FBI and DOJ criminal background clearances
  - Free from state sanctions
  - Degree or license verification
  - Valid driver's license
  - DMV printout
  - CPR/First Aid/BLS certification
- Previous experience with population to be served and/or work in a similar program setting preferred
- One (1) year of experience
- Understanding of psychiatric illness and its treatment and knowledge of psychotropic medication

### Essential Job Functions:

- Represent GLOM in areas of contact with internal persons, external contract agencies and community contacts.
- Establish and maintain a therapeutic relationship with clients being served.
- Assist/Perform all areas of nursing care.
- Administer medication to all clients. Count and store medication in correlation to CCL and DHCS regulations. Document all medications on Centrally Stored and Destruction Records, create Medication Administration Records as per each doctor order, count and control all medication brought into and out of the facility.
- Maintain a clean and debris free workspace (Medication Room).
- Maintain a professional working relationship with contract agency staff, doctors, clinicians and caseworkers.
- Complete new intake and monthly weight records for all clients.
- Transcribes physician orders accurately and in a timely manner and provide staff with full understanding.
- Administer Medications to clients and provide education pertaining to said prescribed medications.
- Follow and uphold all medication management policies and procedures.
- Count all medications at least once per shift and audit the Medication Administration Record for detail and accuracy.



- Provide incoming shift staff with a detailed pass down relating to all medication issues.
- Document and notify the prescriber of any changes in behavior or condition relating to medication.
- Actively participate in multidisciplinary team meetings and treatment planning meetings as related to clients and medications.
- Attend scheduled contract agency meetings as a GLOM representative.
- Demonstrates knowledge of crisis management and intervention.
- Any and all other duties as assigned by your supervisor.

***Essential Job Functions may be added to, deleted, and/or changed at the discretion of management.***

### **Required Skills:**

- Able to read and transcribe doctors' orders accurately.
- Able to provide nursing care and first aid as needed.
- Able to administer oral and injectable medications.
- Able to perform vitals and FSBS checks.
- Act as a team member providing input and reporting observations and concerns in regard to medication and clients.
- Demonstrate the ability to act a part of a team and in an appropriate manner in a crisis situation.

### **Physical Demands:**

- Able to climb stairs multiple times a day.
- Able to sit, rise, kneel, squat, twist, pull and bend multiple times a day.
- Able to lift and/or carry 25 pounds or less.
- Able to handle Hazardous waste (Blood Borne Pathogens, Hospital Waste, Chemical & Infectious) and sharp instruments and needles.
- Able to walk with items in hand, grasp and reach as needed.
- Able to provide nursing care and first aid as needed.
- Able to perform with repetitive maneuvers and manual dexterity.

**For immediate consideration, please contact Human Resources at 925-999-4119 ext. 529**