Lifetime RECOVERY
The Hope is Real.

Job Description

EMPLOYEE	Medical Technician
WORKING HOURS:	Sunday-Saturday
STATUS:	Exempt (Hourly)
REPORT TO:	Recovery Care Technician Manager
GENERAL DUTIES:	Assist with the self-administration of client prescription meds, along with the dispensing of basic over the counter meds. Identify meds that need to be refilled, conduct weekly counts using an Electronic Health Record. Help implement care plans by evaluating vital signs, coordinating care, assisting with procuring appointments with other health agencies**.**

KEY RESPONSIBILITIES

- Administer medication to clients with doctors' prescriptions, observing correct times to administer these medications. This includes administering and observing oral, topical, and other types of medication.
- Cleaning of Med Room and workstation in accordance with Infection Control standards.
- Observe clients for drug reactions and report any problems to the proper authority figure using an EHR.
- Performing tasks associated with medication administration.
- Recording med administration using an EHR, in accordance with TAC, CARF, LTR's policy & procedures.
- Accepts responsibility and accountability for own performance according to state laws and regulations. Perform tasks in an ethical, legal, and caring manner.
- Perform tasks safely and effectively to assure client comfort and welfare.
- Respects client rights. Protect confidential client information unless otherwise required to promote client safety and welfare. Follows federal, state, and agency regulations to protect own health and that of others.

KEY PERFORMANCE INDICATORS

- Manage medications self-administration within the EHR.

- Documentation of incidents within the EHR.
- Communicate Med Room issues using proper communication channels.
- Arrive to work on time in proper work attire, communicate with supervisor if unable.
- Follow all rules and regulations in the LTR employee handbook.
- Respond to clients and fellow staff with respect.

SKILLS AND ABILITIES REQUIRED

- Microsoft 365 and EMR systems & Databases- able to type 45 words a minute with limited errors.
- Ability to express oneself appropriately verbally and in writing.
- Ability to maintain confidentiality.
- Ability to follow written and verbal instructions.
- Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism.

REQUIREMENTS

- High School Diploma or Equivalent
- Completion of a Certified Medical Program CMA/CNA
- Able to pass a pre-employment drug screen and background with ongoing random testing upon hire