POSITION: CMA / CMT

SERVICE AREA: RESIDENT CARE

DIRECT SUPERVISOR: DIRECTOR OF NURSING

MINIMUM QUALIFICATIONS
- Must be at least 21 years old
- Must have a high school diploma or equivalent
- Must be insulin certified
- Must have CMA or CMT certification

This is a direct care position working with mentally ill adults in a residential setting. The primary responsibility is to administer/distribute medications to residents.

JOB DUTIES
- Order medications according to established procedure.
- Prepare, administer and chart medications given to residents.
- Report any unusual symptoms or behaviors and evaluate responses of residents to medications given.
- Prepare pass medications.
- Take and record telephone orders.
- Take and record monthly weights and blood pressures.
- Treat minor illnesses or injuries.
- Perform first aid or CPR during medical emergencies until paramedics arrive.
- Ensure that the Medication Room and Treatment Room areas are clean and orderly.

This job description is not intended to be all-inclusive and the employee will be expected to perform other reasonably related duties as assigned by immediate supervisor and other management as required. This organization reserves the right to revise or change job tasks and responsibilities.