



WALLOWA VALLEY
CENTER for WELLNESS

POSITION TITLE: NOC Medication Aide, Wallowa River House

REPORTS TO: Administrator, Wallowa River House

FLSA STATUS: 1 FTE/ Non-exempt

Salary: DOE

POSITION SUMMARY: Provides services and supports to clients who live in a residential treatment facility (RTF). Medication Aides help residents develop appropriate daily living skills to increase or maintain their level of functioning. These services may include and are not limited to:

Behavior plan services	Educational services
Rehabilitation services	Financial management services
Social services	Legal services
Personal care services	Vocational services
Coordinating medical services	Transportation
Medication administration	Nursing delegations

****Other services required to meet a resident's needs as defined in the Residential Service Plan (RSP).*

ESSENTIAL DUTIES:

- It is a requirement that the standards and procedures for the medication aide position will be followed, as defined in the Oregon Administrative Rules, for the provision of care and services to residents with mental illness in a licensed adult RTF.
- Wallowa River House (WRH) provides residential care: the provision of room and board; care and services that assist the resident's with activities of daily living; 24-hour supervision; awareness of the residents' general whereabouts; monitoring the activities of the resident while on the premises of WRH as well as in the community to ensure their health, safety and wellbeing.
- Employee will understand and practice the basic concepts of the Recovery Model as it relates to the Mission Statement for WRH, which emphasizes and supports a person's potential for recovery. Candidate will understand and practice resident centered care in a compassionate and hopeful manner.
- Reads client support documents as needed upon reporting to work and make all appropriate entries during and before the conclusion of the shift.
- Administers prescribed medications, following physician's orders for all medications and/ or established procedures as delegated by the Nursing Care Coordinator (NCC).
- Attending shift report; getting oriented to the resident's past and current needs.
- Staying awake and alert throughout entire shift.
- Assisting residents of either gender in personal self-management activities including: eating, toileting, bathing, personal hygiene and grooming, cleaning, community access, personal spending, socialization, recreation, skill acquisition, and self-expression.
- Using the training and guidelines provided, transfer residents to and from wheelchairs, beds, chairs, toilets, or where mobility is a need.
- Conducts evacuation/fire drills as assigned.
- Cueing and assisting residents in appropriate and safe behavior as outlined in the RSP.
- Maintain clean, sanitary and safe conditions throughout facility.

- Provide timely and accurate documentation as required per OAR's and ORBS policies and procedures.
- Report any suspected violations of abuse or clients rights by another client or a staff member according to policies and OAR's regarding mandatory reporting. Such reporting is required for, but is not limited to, suspected incidents of physical assault, neglect of care, sexual exploitation or financial exploitation, which may also include borrowing or removing property from the home.
- Attends monthly staff meetings and training sessions as scheduled.
- Train on and utilize the TeamStepps communication tool with coworkers.
- Read and sign all required reading in a timely fashion.
- Ensure that cost effective practices are maintained in all areas of job description.
- Other duties as assigned.

QUALIFICATIONS:

- Possess good communication skills, patience, and empathy and flexibility.
- Some knowledge of counseling techniques, theory and practices supporting mental health consumers is ideal.
- Possess the ability to interact and relate well to residents, staff, managers and other professionals with confidentiality, respect and dignity.
- The candidate must have the ability to communicate effectively both verbally and in writing; comprehend laws, administrative rules and regulations, and agency policies.
- Ability to appropriately deal with clients experiencing crisis situations.
- **Must be able to be on feet 8 hours**
- **Must be able to lift 50 lbs**
- **Must be flexible in hours available to work**
- **Must be able to type and use computer**

EXPERIENCE AND TRAINING:

- Possess a satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described job duties.
- Prior experience in the food services or hospitality setting.
- Creativity and food knowledge to prepare food in the event that supplies run low or substitutions are needed.
- Have a valid Oregon driver's license.
- Pass a criminal history background check
- Pass a TB test.
- Pass a drug test.
- Possess a CPR and Food Handler's card during entirety of employment.

PHYSICAL DEMAND:

- This position requires an individual to be regularly available for work as scheduled.
- The position requires professional and personal skills to cope with stress associated with work involving a high degree of mental, emotional and physical demands.
- This position also requires the ability to bend, stoop, push and pull on an ongoing basis.
- This position may require an individual to lift and transfer clients using a two-person lifting technique.
- This position may involve working overtime, weekends, and evening or graveyard (awake) shifts.
- Infection control and universal precautions must be maintained to ensure disease will not be spread or contracted.
- Staff must be aware of voice level to ensure confidentiality and to decrease unwanted stimuli in WRH.

CONFIDENTIALITY: This position requires the handling of highly confidential information. Must adhere to rules and laws pertaining to client confidentiality.

COMMUNICATION SKILLS: Must be able to communicate information in both oral and written form with the ability to present and exchange information internally across teams and co-workers, and externally with clients and the public. Information communicated ranges from routine/ basic information to complex and confidential information.

LEADERSHIP & TEAMWORK: Must be able to work effectively and constructively with other office staff, clinicians, the administrative team and all other staff. Participates in staff meetings.

PHYSICAL DEMAND:

This position requires you to be regularly available for work as scheduled. Position requires professional and personal skills to cope with stress associated with work involving a high degree of mental, emotional and physical demands. This position also requires the ability to bend, stoop, push and pull. While performing the essential duties of this job, the employee is regularly required to sit; talk and hear; use hands and fingers and handle or feel; reach with hands and arms. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions of this position.

WORK ENVIRONMENT:

Work is performed in an office environment and the noise level is usually moderate, but occasionally may be exposed to loud noise such as raised voice levels and alarms. Occasionally the work environment may extend to other community offices, residential houses, and off-site locations.

This position may be exposed to the everyday risks or discomforts which require normal safety precautions typical of such places as an office (i.e., moving mechanical parts, airborne particles, and electrical shock). This person will be serving clients from all demographics within the community.

WVCW is a Trauma Informed Organization and this person is expected to be a leader and example of Trauma Informed Care in the workplace.

*Reasonable accommodations may be made to enable persons with disabilities to perform the essential function.
Wallowa County Center for Wellness is an equal opportunity employer.*

Position open until filled. Opening Date 1/25/2019

To apply, submit resume and cover letter

hr@wvcenterforwellness.org