

Vintage Gardens

A.D.A JOB DESCRIPTION ESSENTIAL FUNCTIONS

Job Title: Medication Technician/ Personal Care Assistant

Status: Non-Exempt

Contact Person: Wellness Coordinator

Education/Training/Experience/License Required:

A high school diploma or GED equivalency is required; prefer a minimum of two (2) years of related experience, on-the-job training (OJT) is a consideration; must successfully complete the required RCFE Medication Training Certification Course per facility policy and per California Health and Safety Code Section 1569.69, administered by the California Department of Social Services, Community Care Licensing Division. Must possess a sincere desire to work with and care for the elderly; possess knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar; must be able to demonstrate exceptional written, verbal, and interpersonal communication skills and be able to clearly communicate information and directions; must possess knowledge in the administration of prescribed medications to clients and maintain accurate medical records; possess exceptional organizational and time management skills, be able to work in a fast-paced environment and multi-task various assignments given; demonstrate exceptional work ethic and sensitivity to others; proof of good physical health verified by a health screening, which includes tuberculosis test, performed by a physician not more than three months prior to employment; Department of Justice Criminal Clearance (fingerprint screening) required prior to first day of employment per California Health and Safety Code Section 1569.17.

Narrative Functions

Brief Narrative Description of Job Functions (tasks and activities) with approximate percentages performed per day. The essential functions factors illustrated in this job description will demonstrate relevancy to the narrative functions described below. You may need to refer back to these functions as you read through the ADA job description.

1. Distribute and Manage of Prescribed Medications.

Responsible for the accurate distribution and administration of prescribed medications (including PRN's) to residents within the facility; pour and remind residents of medications per physician order and observe resident's ingestion or other application at the time medications are distributed; communication directions very clearly to ensure proper administering of medication to resident; document resident refusal of medications as required by the Company policy; maintain accurate medication records and

documentation, such as, but not limited to reminders; destruction, medications sent home with family members, newly received medication changes, and new orders; ensure that all resident medications are sufficiently stocked and communicate and/or submit pharmacy needs in a timely fashion; verify medication orders with physician offices and retain accurate information in client and facility files; maintain current and accurate narcotic count and records; communicate all medication errors, resident concerns, or discrepancies to the immediate supervisor right away; communicate with dietary supervisor regarding client interactions with certain type of prescribed medications; keep medication room key in safekeeping during assigned shift; for safety reasons; keep medication cart locked in accordance with Company policy; and schedule resident medical appointments, using Company approved form. (Performs approximately 50% of day)

2. Interaction with Residents.

At all times, maintain a professional disposition in the administering of medications and communications with residents; be respectful, understanding, sensitive, and compassionate; work to resolve misunderstanding, resident complaints, and problem solve resident issues as they relate to the essential functions in this job description; do not be forceful or demanding of the resident at any time. (Performs approximately 30% of day)

3. Prepare Residents for Transport.

Correctly document (using approved Company form) a resident's need for an escort, such as to medical, dental, vision, or rehabilitation/therapy appointments; provide accurate information, such as resident name, name of attending physician, location of doctor's office, contact information, time for transport, who will be transported, reason for visitation, need for staff assistance, and the date the form was submitted and placed in the schedule book. (Performs approximately 10% of day)

4. Perform Residential Care

Assist with activities of daily living, following protocol, licensing regulations and guidelines for both resident and employee safety; monitor resident activity, food intake, functional status and psychosocial status, taking action as required to promote resident well-being; respond immediately to any resident crises, following protocol and basic First Aid training; document all ADLS as provided; document resident status change, including physical change, reaction to medication and/or psychosocial status changes; provide for care and safety of clients without physical or verbal abuse, exploitation or prejudice. Engage in resident activities.

5. Communicate Effectively with Residents and Co-Workers

Promote open communication between health care professionals, families, residents and staff; function as a team, assisting co-workers as the need arises; participate in activities

if time allows; complete shift report for each shift worked and any other assignments made by your direct supervisor or administrator; must be able to communicate effectively with residents, family members and health professionals; maintain positive relationship with representatives of community services and agencies as needed. Perform approximately 10% of the day.

6. Perform Other Duties as Assigned

At all times, maintain strong and appropriate written and verbal skills, positive relationships with clients, staff, management, public, legal representatives and administering agencies; attend all classes, workshops, seminars, and other related trainings to meet the California State Licensing requirements for continuing education; and perform any other duties as assigned. (Performs Approximately 10% of day)

Environment Conditions

1. Exposure to Weather: Exposure to hot, cold, wet, humid, or windy conditions, caused by the weather. This factor is rated important when exposure to weather results in marked body discomfort. Exposed approximately 5% of the day, risk to self and others, relevant essential functions 3,4 and 5.
2. Extreme Cold: Exposure to non-weather related cold temperatures. This factor is rated important when temperatures are sufficiently low to cause marked bodily discomfort. Does not apply.
3. Extreme Heat: Exposure to non-weather related to hot temperatures. This factor is rated important when temperatures are sufficiently high to cause marked bodily discomfort. Does not apply.
4. Wet and / or Humid: Contact with weather or other liquids; or exposure to non-weather related humid conditions; This factor is rated important when contact with water or other liquids or exposure to humidity causes marked bodily discomfort. Exposed approximately 5% of the day, risk to self and others, relevant to essential functions 3,4 and 5.
5. Noise: Exposure to constant or intermittent sounds of a pitch or level sufficient to cause marked distraction or possible hearing loss. Exposed approximately 70% of the day, risk to self and others, relevant to essential functions 1-4.
6. Vibration: Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on a body or extremities. Does not apply.
7. Atmospheric Conditions: Exposure to conditions, such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes or the skin. This factor is rated important if these conditions are present to a degree or length of time sufficient to cause marked bodily discomfort or possible injury. Does not apply.

8. Hazards: A hazard is a condition in the work environment that subject or exposes the worker to the possibility of serious bodily injury or danger to the worker's life or health. A hazard is specific, related to the job, and has a greater likelihood of occurring than it would away from the job. The following conditions are evaluated as possible hazards.
 - a. Other Hazards (needles), Exposed approximately 1-5% of the day, risk to self and others, relevant to essential functions 1 and 4.

Temperaments

1. Working Alone: Performing work activities by one and away from others. Performs approximately 5-10% of the day; critical to performance; relevant to essential functions 3 and 4.
2. Communicate with Others: Communicate with other staff members and residents, or planning of an activity. Performs approximately 20% of the day; critical to performance; relevant to essential functions 1-4.
3. Expressing Personal Feelings: Adaptability to situations involving the interpretation of feelings; ideas, and facts in terms of personal viewpoint. Performs approximately 20% of the day; critical to performance; relevant to essential functions 1-4.
4. Influencing People: Adaptability to influencing people about the opinions, attitudes, or judgments about ideas or things. Performs approximately 20% of the day; critical to performance; relevant to essential functions. 1-4.
5. Making Judgments: Adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria. Performs approximately 40-50% of the day, critical to performance, relevant to essential functions 1-4.
6. Performing Repetitive Work: Adaptability to performing repetitive work, or to continuously perform the same work, according to procedures, sequence, or pace. Performs approximately 40-50% of the day; critical to performance; relevant to essential functions 1-4.
7. Performing Under Stress: Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job. Performs approximately 30-40% of the day, critical to performance, relevant to essential functions 1-4.
8. Attaining Tolerances: Adaptability to situations requiring the precise attainment of set limits; tolerances, or standards. Performs approximately 80-90% of the day, critical to performance, relevant to essential functions 1-4.

9. Working Under Instructions: Adaptability to dealing with people beyond giving and receiving instructions. Perform approximately 1-5% of the day; critical to performance; relevant to essential functions 1-4.
10. Performing a Variety of Duties: Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss or efficiency or composure. Performs approximately 80-90% of the day; critical to performance; relevant to essential functions 1-4.

Physical Demands

1. Strength

- a. Standing: Remaining on one's feet in an upright position at a workstation without moving about. Performs approximately 25% of the day; critical to performance; risk to self; relevant to essential functions 1-4.
- b. Walking: Moving about on foot. Performs approximately 50% of the day; critical to performance; risk to self; relevant to essential functions 1-4.
- c. Sitting: Remaining in the normal seated position. Performs approximately 25% of the day; critical to performance; risk to self; relevant to essential functions 1-4.
- d. Lifting: To exert physical strength necessary to move objects from one level to another. Performs approximately 60-70% of the day; critical to performance; risk to self; relevant to essential functions 1-4. Lifting under 10lbs. is performed occasionally, 11-30% of the day; lifting 10-25 lbs is performed rarely, 1-10% of the day; lifting 26-60 lbs. is performed rarely, 1-10% of the day; lifting 61-100 lbs. is performed rarely, 1-10% of the day; heaviest item lifted is a resident joint-lifted from a seated position to a seated position, approximate individual weight lifted is 90-100 lbs., approximately 1 time a week.
- e. Carrying: Transporting an object, usually holding it in the hands or arms or shoulders. Performs approximately 60-70% of the day; critical to performance; risk to self; relevant to essential functions 2, 3, 4 and 5.
- f. Pushing: Exerting force upon an object moves away from the force (includes slapping, striking, kicking, and treadle actions). Performs approximately 40-50% of the day; critical to performance, risk to self and others; relevant to essential functions 1-4.
- g. Pulling: Exerting force upon an object so that the object moves forward from the force (includes jerking). Performs approximately 40-50 % of the day; critical to performance, risk to self and others, relevant to essential functions 1-4.

2. Climbing: To ascend or descend ladders, scaffolding, stairs, poles, inclined surfaces. Performs approximately 60-70 % of the day; critical to performance, risk only to self; relevant to essential functions 1-4.
3. Balancing: To maintain a body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces. Performs approximately 60-70% of the day; critical to performance, risk only to self; relevant to essential functions 3 and 4.
4. Stooping: Bending the body downward and forward by bending the spine at the waist. This factor is important if it occurs to a considerable degree and required full use of lower extremities and back muscles. Performs approximately 30% of the day; critical to performance, risk only to self; relevant to essential functions 1-4.
5. Kneeling: Bending the legs at the knees to come to rest on the knee or knees. Does not apply.
6. Crouching: Bending body downward and forward by bending legs and spine. Performs approximately 30% of the day; critical to performance; risk to self; relevant to function 3 and 4.
7. Crawling: Moving about on hands and knees or hands and feet. Does not apply.
8. Reaching: Extending the hand(s) and arm(s) in any direction. Performs approximately 60-70% of the day: critical to performance; risk to self; relevant to essential functions 1-4.
9. Handling: Seizing, holding, grasping, turning or otherwise working with hand or hands (fingering not involved). Performs approximately 70-80% of the day; critical to performance; risk to self and others; relevant to essential functions 1-4.
10. Fingering: Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling). Performs approximately 30% of the day; critical to performance, risk to self; relevant to essential functions 1, 3 and 4.
11. Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by means of receptors in skin, particularly those of finger tips. Performs approximately 70-80% of the day, critical to performance, risk to self, relevant to essential function 1-4.
12. Talking: Expressing or exchanging ideas by means of the spoken work. Performs approximately 70-75% of the day; critical to performance; risk to self and others; relevant to essential functions 1-4.
13. Hearing: Perceiving the nature of sounds by the air. Performs approximately 70-75% of the day; critical to performance; risk to self and others; relevant to essential functions 1-4.
14. Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, using tongue and/or nose. Performs approximately 25% of the day, critical to performance, risk to self and others, relevant to essential functions 1-4.
15. Near Acuity: Clarity of vision at 20 inches or less. This factor is important when special and minute or accuracy is demanded and when defective near acuity would adversely

affect job performance and/or the safety of others. Performs approximately 60-70% of the day; critical to performance; risk to self; relevant to functions 1-4.

16. Far Acuity: Clarity of vision at 20 feet or more. This factor is important when visual efficiency in terms of far acuity is required and defective far acuity would adversely affect job performance and/or the safety of others. Performs approximately 20% of the day, critical to performance, risk to self, relevant to essential functions 1-4.
17. Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they really are. This factor is important when depth perception is required for successful job performance and/or for reason of safety to oneself and others. Performs approximately 60-70% of the day, critical to performance, risk to self, relevant to essential functions 1-4.
18. Accommodation: Adjustment of lens of eye to bring an object into sharp focus. This factor is important when doing near point at varying distances from eye. Performs approximately 60-70% of the day; critical to performance; risk to self; relevant to functions 1-4.
19. Color Vision: Ability to identify and distinguish colors. Performs approximately 60-70% of the day: critical to performance; risk to self and others; relevant to functions 1-4.
20. Field of Vision: Observing an area that can be seen up and down or right to left when eyes are fixed on a given point. This factor is important when job performance requires seeing a large area while keeping eye fixed. Performs approximately 50% of the day, critical to performance, risk to self, relevant to essential functions 1-4.

A.D.A. Accommodation Decision Factors

The employer determines what job duties are considered essential for work performance, what functions are considered a risk to self or others and if the essential functions are considered critical or non-critical to performance. At the discretion of the employer the identified job title may exist in order to perform one or more task(s) or activity(ies). The employer reserves the right to change the job duties at any time with or without notice to the employee.

The employer will comply with the Americans with Disabilities Act on behalf of qualified disabled individuals. Toward determination if reasonable work modification or accommodation is feasible, the employer will attempt to view available alternatives such as available employees that may assist with tasks when needed, physical changes to work environments, possible changes to work hours or any other potential consideration. Our question as to whether the accommodation is an undue hardship to the employer in terms of cost, time, business, disruption or other complications. *Complaint with the California State and Federal Americans with Disabilities Act.

Acknowledgement

I have read and understand all the essential functions as outlined in my job description and agree to adhere to these functions to the best of my ability. I also understand that my job performance may be evaluated according to the essential functions outlined in this job description.

Employee Signature: _____

Print Name: _____

Date: _____