

Garrett County Lighthouse, Inc.

Medication Technician

Classification: Hourly Position

Reports to: Licensed Practical Nurse

Date: December 2023

Job Description

Summary/Objective

The Medication Technician is responsible for general behavioral health care service operations of Garrett County Lighthouse, Inc. including but not limited to, collecting individual health data, managing care, administering and monitoring medications, assisting with psychiatric treatment, teaching individuals about medications, and promoting wellness.

Competencies

- Good quality customer service, public relations, active listening skills and telephone skills.
- Ability to ethically relate to individuals with severe, persistent psychiatric disabilities and co-occurring addiction disorder.
- Ability to demonstrate knowledge of behavioral health services within the public mental health system.
- Capacity for effective advocacy and coordination with various community agencies.
- Ability to develop and maintain working relationships with other employees, community, families and other professionals.
- Aptitude for working under supervision as well as independently in order to improve job performance, work ethics, and overall efficiency.
- Knowledge of HIPPA, and confidentiality laws pertaining to the access and release of Protected Health Information.
- Knowledge of COMAR and CARF standards.
- Capacity for effectively managing crisis situations and somatic/psychiatric emergencies.
- Ability to drive safely and maintain a clear driving record with either the DMV or MVA.
- Advanced knowledge of medical and clinical care through assessment, planning, implementation, and goal evaluation.
- Practical knowledge of CPR/First Aid.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Actively participate in continuing education and training for professional growth.
- Complete appropriate documentation to include, but not be limited to, contact notes, daily medication records (DMR), Monthly Summary Notes, and on-site contact records while demonstrating the use of ethical practices and quality of care.
- Ensure quality of service by adhering to the Garrett County Lighthouse, Inc. Mission, Ethical Codes of Conduct, and any other specific policies and/or procedures written and implemented by Garrett County Lighthouse, Inc.
- Ability to promote safe and effective medication monitoring practices to include, but not limited to, organizing pill boxes, and keeping inventory of all prescribed medications.
- Inform individuals about medications and medication changes including benefits, risks, and alternatives.

- Report health concerns to nursing personnel and the client’s assigned Rehabilitation Coordinator.
- Capacity to assess the needs of individuals while providing consultation with other professional personnel, as needed.
- Ability to monitor individual mental status and collaborate with family and direct care personnel regarding supportive interventions.
- Reinforce the importance of compliance with medication regimen and provide additional instruction on medication action, purpose, and side effects.
- Report signs and symptoms of medication noncompliance to physicians in a timely fashion for prevention measures.
- Ability to monitor medications off-site with Garrett County Lighthouse, Inc. clients.
- Maintain vehicle logbook and ensure prompt verbal/written report of a vehicle accident/client incident.
- Report visual and mechanical issues of vehicles.
- Replace or assist other employees as needed or directed.
- Perform other related duties as instructed by supervising personnel.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Expected Hours of Work

This position is a 40-hour-per-week position, open availability is expected. Typical work schedule is Monday through Friday, 7:30am to 3:30pm or 8am to 4ppm.

Required/Preferred Education and Experience

This position requires a minimum of a board-certified medication technician certificate from the Maryland Board of Nursing. A preference of one year of experience in the mental health/human services field. Must possess a valid driver's license and a clear driving record from the DMV/MVA. The driving record must remain clear, and proof is to be updated annually. Criminal background check and pre-employment drug screening is required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Garrett County Lighthouse, Inc. reserves the right to change or reassign duties or combine positions at any time.

EEO Statement

Garrett County Lighthouse, Inc. is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics or any other category protected under applicable federal, state and local laws.

Signatures

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____