



Certified Medication Aide

Location: Pierre, SD

Agency: Capital Area Counseling Service

Employment Category: Hourly

Employment Type: Part time (morning and evening med pass)

Wage: \$11.50 to 14.50 DOE

Position Description: Administers prescribed medications to clients and maintains related medical records under supervision of a Nurse.

Primary Responsibilities:

- Administer medication to patients per doctors' prescriptions, observing correct times to dispense these medications. This includes dispensing oral, topical, and other types of medication.
- Certified medication aides supervise patients as they administer their own medication, ensuring that all prescriptions are taken properly and that dosage instructions are followed. CMAs also observe patients, noting any changes to their appearance or behavior, and answer questions about medications from patients and family members.
- Take and record patient vital signs.
- Alert nursing staff of potential medication interactions and signs that patients are having a poor reaction to certain medications.
- Maintain patient records, accurately recording when medications have been dispensed and adding other care notes as necessary.
- Follow agency's guidelines regarding proper medication storage protocol. This includes refrigerating certain medications and keeping narcotics and potentially dangerous medications in safe storage so they are not accessible to patients.
- Assist nursing staff with patient care as requested. This includes helping to lift and transport patients and assisting with the operation of various medical equipment.

Requirements

- High School Diploma or equivalent and has passed the Medication Aide Certification Exam (MACE)
- Current CPR certification
- Ability to act independently, with good judgment
- Ability to work effectively as part of a team
- Ability to be organized
- Ability to clearly set expectations

- Ability to maintain confidentiality
- Knowledge of working with special client populations
- Knowledge of rules and regulations pertaining to mental health services/addictions and programs
- Knowledge of community resources
- Ability to plan, coordinate, prioritize work
- Ability to carry out responsibilities with compassion and patience
- Ability to communicate with defendants, their families, team members, other agencies and the general public
- Maintain confidentiality and comply with agency compliance plan and code of ethics
- Excellent computer skills/proficient in computer applications, specifically MS Office
- Problem solving skills
- Excellent communication skills, both verbal and written
- Strong organizational skills
- Ability to meet deadlines
- May need to use personal vehicle for work-related tasks and must provide proof of insurance

Employee Expectations

- Adhere to the agency Code of Conduct, Operations Manual and Compliance Program.
- The first six months of employment is an initial evaluation period to assess job performance.
- Employees must give proper notice when separating from the agency. Non-exempt employees must provide a two week notice and exempt employees must provide a 30-day notice. If an employee fails to give proper notice they will not be entitled to payout for any unused annual leave.

To apply go to www.cacsnet.org and complete our application. Email the completed application and your resume to kellie.shuman@cacsnet.org

For questions contact Kellie Shuman at 605-224-5811.