

**Chelsea Senior Living  
POLICY AND PROCEDURES**

**JOB DESCRIPTION**

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JOB TITLE: CERTIFIED MEDICATION ASSISTANT

SHIFT: DAYS, EVENINGS and NIGHTS

REPORTS TO: HEALTH SERVICES DIRECTOR

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**GENERAL MISSION OF EACH EMPLOYEE:**

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

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**SUMMARY:**

Administers medications to residents under the direct supervision and delegation of the Health Services Director or registered nurse on duty. Provides assistance to residents who wish or need help with ADLs in a discreet and private manner. Provides assistance to residents with transportation, medication reminders and light housekeeping. Resident Attendant/CMA is classified as the "universal worker".

**DUTIES AND RESPONSIBILITIES:**

- Passing of all medication as delegated by the registered nurse.
- Administers medications and/or performs treatments delegated by the Health Services Director. Administration of medication can only be delegated to the resident attendant if the resident attendant has completed and passed a medication administration course approved by the State of New Jersey, and if the delegating nurse decides that the resident attendant is competent to execute the duty being delegated.
- Appropriate information such as vital signs, pulse, temperature, finger sticks may also be done and recorded if appropriate.
- Checking for expiration dates on medications.
- Reordering medications through pharmacy.
- Carrying out new orders on MARS and TARS.

- Maintain accurate count of all narcotics upon start and end of shift.
- Checking the accuracy of medication refrigerator temperature.
- Assists with all activities of daily living as requested or needed by residents as outlined in individual service plans including, but not limited to, bathing, dressing, toileting, oral hygiene and nail care.
- Engages residents in meaningful activities in order to enhance their quality of life.
- Reminds and/or assists with self-administration of medication.
- Assist with medication and follows directions as delegated by the Health Services Director.
- Reports and/or records all pertinent medical or social changes that are observed to the Health Services Director.
- Assist the residents at mealtime.
- Transports the residents within the residence to activities and meals as needed; ensures safety of all residents; applies assistive devices and/or any other appliances as directed.
- Performs daily housekeeping including making of bed, straightening up and removal of trash in residents' apartments as requested.
- Maintains confidentiality of all residents at all times.
- Other duties as assigned.

**QUALIFICATIONS:**

The qualifications listed below are representative of the knowledge, skills and/or abilities required performing the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: Completion of applicable State Department of Health approved Home Health Aide training program or applicable State Department of Social Services and Education approved Personal Care Aide program.
- Must have current medication administration certification.
- Prior Adult Home or Home Care experience.
- Completion of annual in-service requirements. Provide proof of current license to Health Services Director upon renewal.
- Language Skills: Able to read, write, understand and communicate effectively in English and perform responsibilities. Able to respond to inquiries from residents, residents' families, other employees and regulatory agencies. Able to provide redirection for confused or distressed residents.
- Reasoning Ability: Able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Physical Demands: Must be in good physical condition and able to move freely throughout the residence; must be able to crawl, reach, bend, stretch, stoop, kneel or crouch; must be able to lift a minimum of 50 pounds; must be able to stand for long periods of time. Must be able to hear call bells, cries for help, detect odors, and see in order to detect changes in the residents.
- Must have current CPR and First Aide certification.

**WORK ENVIRONMENT:**

The noise level in the work place is usually moderate. Employee may occasionally be exposed to infectious diseases. Reasonable accommodations may be made to enable to individuals with disabilities to perform the essential functions of this position.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OSHA OCCUPATIONAL EXPOSURE CATEGORY:**

After careful analysis, it has been determined that this position falls into OSHA Occupational Exposure Category I and requires the following protective equipment be worn by anyone filling this position: barrier gloves (latex/non-latex) when appropriate to the task at hand.

Training will be provided in how to properly and effectively use the equipment listed above, in addition to education regarding precautionary measure, epidemiology, modes of transmission and prevention of HIV/HBV.

Note:

- As required by current or future government regulations, business necessity or management directives, employees shall adjust the job functions and duties to reflect the newest requirements as a condition of employment.
- This job description is not intended and should not be construed as an exhausted list of all responsibilities, skills or working conditions associated with the job. It is intended to be an accurate reflection of the principle requirements of the position.

I have read and fully understand the contents of this job description and agree to comply with the standards and duties described herein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date