Medical Aide

**ASAP**

**REPORTS TO:** ASAP Registered Nurse

**STAFF SUPERVISED:** Not applicable

**GENERAL STATEMENT OF DUTIES:** This position is responsible for performing health care duties as a medical aide under the guidance of a Registered Nurse as necessary in the provision of residential treatment services to adolescents.

**Specific Duties May Include But Are Not Limited To:**

1. Provide safe transportation of residents to medical appointments;
2. Assist in proper maintenance and handling of medications;
3. Preparing residents for health care visits and accompanying them during health care visits;
4. Recording of resident examination, treatment and results;
5. Maintain resident case records;
6. Assist in office procedures to include but not limited to answering calls and

making reports to families and workers;

1. Assist Registered Nurse in scheduling of healthcare appointments for youth

in residential treatment; and,

1. Serve in a role as Secondary or Tertiary staff when needed in resolving

crisis in non-violent ways to include acting on written professional orders

for the purpose of seclusion and restraint.

**QUALIFICATIONS FOR THE POSITION:** This position requires an individual to be 21 years of age and possess a high school diploma or equivalent. 1 year experience in an environment for the treatment of behavioral health disorders is preferred. Applicants must possess a valid driver’s license and be insurable. They must also pass criminal records checks, and clear child abuse/neglect screenings. Applicants must be able to read, speak and write the English language effectively.

**ABILITIES TO PERFORM ESSENTIAL FUNCTIONS:** This position requires applicants to possess abilities that enable them to performduties within the context of residential treatment facilities. Specific abilities include but are not limited to:

1. Communicate effectively both orally and in writing with supervisors, medical professionals, families and workers;
2. An ability to maintain safe storage of medications;
3. An ability to carry out resident health care instructions under the guidance of a Registered Nurse;
4. An ability to communicate and coordinate health care instructions to

other para-professional and professional staff;

1. An ability to prevent injury or illness through safe workplace practices

and by following health and safety policies and procedures;

1. An ability to drive safely;
2. An ability to maintain confidential information;
3. An ability to manage inventory and supplies;
4. An ability to occasionally adjust work hours to be responsive to peak work load demands;
5. An ability to maintain professional records;
6. Display proficiency and understanding of operating of computers and other technology; and,
7. An ability to prioritize tasks and manage multiple work tasks

Simultaneously.

**Applicant Affirmation**: I have reviewed this job description including its duties, qualifications, education requirements and ability requirements.

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_