

Job Description

PT Certified Medication Technician

Reports to: Program Management

Part Time: 15-30 hours per week

Compensation: \$18-\$19.00/hr Non-Exempt

Benefits

- **Health Insurance-** Choice of 3 plans with a **55% Employer contribution** toward premium.
- Vision and Dental Insurance
- Holidays: 9 per year - **eligible immediately**
- PTO: 15 days per year for all full-time employees (**30 hours or more**) with a carryover allowance of up to 5 days per year.
- Paid Sick & Safe Leave: 8 days per year for all full-time employees **eligible immediately** with a carryover allowance of up to 8 days per year.
- Retirement Contribution: 2% employer contribution regardless of employee investment (**eligible within 30 days**) Merrill Lynch Simple IRA - **eligible immediately**.

Organization Overview

Established in 1968, the Westminster Rescue Mission is a community that provides clinical, physical, and spiritual resources to heal the addicted and feed the hungry. The Mission serves Carroll County and surrounding communities through its programs. Check us out: www.westminsterrescuemission.org

Summary

Certified Medication Technician provides medication administration to our residents and provides the upmost care. The CMT will ensure all medications are being stored, labeled, and administered properly with the highest level of safety and quality in accordance with the Agency's policies and procedures.

Duties and Responsibilities

- Prepare and administer medications to as prescribed by their physician
- Monitor clients' medication intake and document all medication administration activities
- Maintain accurate records of all medications, including ordering, storing, and disposing of medications as necessary
- Notifies appropriate licensed staff when a resident has a change in condition
- May take and record vital signs of residents as assigned or as may be required by certain medications.
- Keeping records of vital signs and other information related to medication administration

- Maintains and enhances knowledge and skills by completing all annual in-service requirements and staff development and other training to complete re-certification and education required by MD Board of Nursing.
- Administers PRN medications in accordance with state and federal regulations and consistent with facility policy.
- Records and restock medications and medical supply inventories as needed
- Ensuring the confidentiality of residents
- Performs other duties as assigned

Qualifications

- Current Maryland Certified Medication Technician (CMT) certification
- High school diploma or GED (at a minimum)
- Minimum 1 year of experience in a related role
- Knowledge of pharmacological and medical terminology
- Able to communicate effectively both verbally and in writing.
- Ability to work in a team setting and independently
- Proficiency in computer systems
- Excellent interpersonal and communication skills
- Organization and time management skills
- Must be CPR/First Aid certified
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Strong attention to detail and commitment to delivering high-quality work.
- High level of professionalism, integrity, and discretion.
- Ability to work independently as well as collaboratively with commitment to spirit of teamwork and greater good of the Mission community.

Physical Requirements: Standing, sitting, bending, lifting and carrying up to 30lbs.

Non-discrimination Statement: Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, or national origin. WRM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.