



MESCALERO APACHE TRIBE

Job Announcement

Position Title: Certified Medication Aide (CMA)/Certified Medication Technician (CMT)
Department: Four Directions Treatment & Recovery Center
Employment Status: Non-Exempt **Grade:** NE9
Opening Date: May 10, 2024 **Closing Date:** May 24, 2024

Job Summary

Administer prescribed medication to patients and provide support to residential attendants, case managers and clinical team.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties and Responsibilities

- Review patient records and discuss current medications with clinical director.
- Prepare proper dosages and distribute medications to residents.
- Documents all medications taken to ensure patient records are current.
- Coordinate medication changes, refills and deliveries with patient physicians and pharmacies.
- Accessing Medication Administration Record (MAR) to verify the right client, drug, dose and time against the resident's record.
- Reports to Clinical Director and documents reasons if not administered.
- Receives supply of ordered medications for administration to resident.
- Maintains neat, clean and orderly medication room.
- Performs resident care responsibilities in a manner conducive to their safety.
- Observes for and reports any reactions and/or side effects of medications to clinical director.
- Coordinate care with stakeholders and other off campus providers in order to maximize client Support and recovery options.
- Transport clients to and from appointments, if needed.
- Partners with resident attendant supervisor, resident attendants and clinical staff to meet clients' needs.
- Maintain client progress notes on all clients.
- Must work as a team with all staff members including clinical staff.
- Maintain confidentiality and demonstrate moral character.
- Perform other duties as assigned.

Qualifications

- High School Diploma or GED Certificate
- Certificate Medication Aide (CMA) or Certificate Medication Technician (CMT) for 2 years. (Preferred)
- First aid and CPR Certified with three months.
- Basic computer knowledge.
- Must have a valid NM driver's license.
- Must successfully pass a pre-employment drug/alcohol screen and backgrounds investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Ability to establish and maintain effective relationships with clients and staff.
- Knowledge of medical and pharmacological terminologies.
- Skill in records management.
- Skill in providing health care.
- Skills in maintaining appropriate accountable records and forms.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to utilize computer in an effective manner.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit, stand; walk; use hands to finger, handle, or feel; and reach to hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee may lift and/or move up to 25 pounds.

Work Environment

A major portion of the work performed at Four Directions Treatment & Recovery Center. The worker will carry out the work at their place of employment, Tribal Office and Indian Health Services. Some evening, weekend and/or holiday may be required.