

# THE MYRON STRATTON HOME

## Position Description

Position Title: Assistant Care Coordinator (QMAP)

Department: Nursing Position Answers to: Nursing Supervisor

Position Pay Range: \$18.14 - \$20.08 per hour

Position Summary: Provides and coordinates nursing care and treatment for residents of The Myron Stratton Home by administering medications, performing first aid, working closely with outside providers, and monitoring the safety and well-being of the residents.

### Primary Job Duties

<i>Essential Functions</i>
Administers patient medications by preparing medications; administering specified medication orally; recording dosage and time in patient record; maintaining logs.
Maintains Resident records to include chart and medication administration record (MAR); Transcribes physician orders to MAR; document items appropriately in chart
Shall observe care needs and concerns of residents and communicate with the physician, nurse, or supervisor as necessary.
Shall supervise and participate in nursing care given to residents on his/her shift.
Keeps nursing supervisors informed by observing patients and reporting adverse reactions to medication or treatment.
Keeps patient care supplies ready by checking stock; anticipating needs; Notifying supervisor when supplies are low to be ordered.
Protects healthcare organization value by keeping information confidential; cautioning others regarding potential breaches.
Improves nursing and healthcare organization job knowledge by maintaining licensure; attending training sessions.
Contributes to patient care and organization success by welcoming related, different, and new requests; helping others accomplish job results.
Learn the Eden Alternative philosophy of care and service and will integrate that philosophy into the daily routine.
Supports laboratory testing by collecting samples, such as urine, blood, and sputum.

**Duties and Tasks:** Follows existing policies, practices and procedures. Refers questions and problems through appropriate chain of command. Identifies and reports quality concerns. Completes other reasonable duties at the discretion of management.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>QUALIFICATIONS</b>
<i>EDUCATION</i>
High School or GED
<i>LICENSE</i>
QMAP certification (Qualified Medication Administration Person)-upon hire
Active BLS certification in Heartsaver AED/CPR-upon hire
First Aid certification-within 90-days of hire
<i>WORK EXPERIENCE</i>
At least 6 months of work in the medical field with other licensure/education
<i>SKILLS</i>
Must be able to stand for moderate periods of time; able to lift heavy objects, able to stoop, kneel and reach in high places
Have the ability to hear and talk on a telephone, talk with residents, other staff and the general public.
Able to operate small equipment.
Have the ability to observe and report resident status and change of condition to physician, supervisor, and/or nurse.
Have the ability to understand and follow written oral instructions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Rarely	Occasionally	Frequently
Extreme cold	X		
Extreme heat	X		
Humidity/wet	X		
Noise		X	
Hazardous materials		X	
Temperature changes	X		
Atmospheric changes/conditions	X		
Vibrations	X		
Other	X		

**Physical Demands:** The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Meeting the essential functions of the job will requires light to moderate work.

Physical Demand	Rarely	Occasionally	Frequently
Balancing	X		
Carrying		X	
Climbing/climbing stairs	X		
Crawling	X		
Crouching		X	
Eye/Hand/Foot Coordination	X		
Feeling/Touching	X		
Grasping/Gripping		X	
Handling		X	
Hearing	X		
Kneeling	X		
Lifting (floor to waist)		X	
Lifting (waist to shoulder)		X	
Lifting (above shoulder)	X		
Pulling (Horizontal & Vertical)	X		
Pushing (Horizontal & Vertical)	X		
Reaching (Abduction & Adduction)			X
Reading			X
Repetitive Motions			X
Sitting	X		
Standing			X
Stooping	X		
Talking		X	
Vision (Near & Far)			X
Walking			X

The following *Competencies* are an integral part of the functions for this position:

Competency	Description
Analytical Thinking	Role uses basic logic and common sense to arrive at solutions
Company Knowledge	Role understands the job and how the role interacts with the team
Business Impact	Role has impact on the department and the organization
Functional Knowledge	Role has knowledge of specific job functions
Managing Change	Role implements changes provide by management
Job Impact	Role has impact on immediate work team
Influence	Role gains support for ideas within the team
Collaboration	Role develops partnerships with internal teams
Problem Solving	Role uses good judgement to find solutions to difficult/complex issues
Communication Skills	Role is able to communicate well in most situations

*Additional Expectations of the position:* describe any specific expectations not listed above.

Works is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

Frequently inter-organizational and outside customer / vendor contacts. Part of a team who represents the organization. Monitors activities and communicates information across the organization.

The Myron Stratton Home is required to follow all CDPHE mandates required of Assisted Living Facilities operating under a State CDPHE license.

You will be asked to provide the following:

1. Authorization to work in the United States
2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to [myronstratton@myron.org](mailto:myronstratton@myron.org)
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at [www.myronstrattonhome.org](http://www.myronstrattonhome.org)