

Department: Program
Wages: Hourly/Non-Exempt
Location: MDC Goldenrod Homes, Family Homes or Community
Hours: As needed
Supervisor: Residential Services Program Manager

DESCRIPTION:

Responsible for the continuous improvement of total quality care as it relates to providing nurse aide services to MDC Goldenrod residential sites. Additionally, the Qualified Medication Aide (QMA) demonstrates competency while dispensing and administering medications and/or applying/administering treatments under the direct supervision of a registered nurse or a licensed practical nurse. The QMA is also responsible for scheduling, attending, and documenting medical appointments and reporting necessary information to the Wellness nurse, Residential Services Program Manager, Program Coordinator and the family as necessary. When not assisting with medical appointments, the QMA will float as a DSP where needed.

QMA RESPONSIBILITIES:

1. Assisting nursing with:
 - a) Obtaining and recording community member's vital signs and weight
 - b) Performs various treatments not requiring licensed nurse (hot/cold applications, vital signs, weights, etc.).
 - c) Observes, records, and reports observations as unexpected and untoward effects from medications.
 - d) Schedules, attends, and reports to appropriate staff all physician appointments for community members on assigned caseload.
 - e) Assists with training DSPs on new procedures prescribed by physician.
 - f) Assists with training DSPs when new medication is prescribed including but not limited to:
 - i) Side effects
 - ii) Proper dose/time/method
 - g) Assists nursing staff with checking in monthly medication deliveries and ensures meds are signed for, delivered to appropriate home, and stored.
 - h) Other duties as assigned.

DSP RESPONSIBILITIES:

1. Training: Before regular employment, must complete or have completed training in the following areas:
 - a) Must be trained to serve persons with developmental disabilities including, but not limited to: learning about respect and dignity of individuals, how to protect an individual from abuse, neglect, and exploitation; how to implement person centered plans and ISP's, communicate with individuals, the use of appropriate documentation, how to manage individual-specific treatments and interventions, including management of an individual's: seizures, behavior, medication side effects, diet and

nutrition, swallowing difficulties, emotional and physical crises, and significant health concerns, also how to administer medication, monitor side effects, and recognize and prevent dangerous medication interactions; conduct and participate in emergency drills and evacuations.

b) Must be certified in CPR and first aid training.

2. Household Chores/Maintenance

a) Routine house cleaning and maintenance will be expected. Help plan and assist Community members with household chores; including cleaning, food preparation, and laundry.

b) Report any problems with the facilities to the appropriate supervisor.

3. Home and Community support

a) Ensure adequate coverage and supervision of the home at all times. If there is a need for coverage, contact the on call phone. Only trained employees or volunteers can provide coverage. Providing a safe, healthy environment is of utmost importance.

b) Develop an understanding of individual Community members and their needs.

c) Maintain frequent and open communication with families of Community members.

d) Seek opportunities for social involvement.

e) Engage Community members in “self-esteem building” activities which offer and teach the value of participation, sharing, and friendship.

f) Ensure that Community members have the opportunity to participate in all MDC Goldenrod activities, such as community celebrations, planned activities and Project Promise.

g) Encourage Community members to participate in community activities such as local churches, volunteering, Special Olympics, Project Promise, Goshen College activities, city and community events.

4. Personal Assistance

a) Ensure that Community members are prepared for each day’s activities, i.e.: appropriate clothing, good personal hygiene, and eating a healthy breakfast along with packing a healthy lunch.

b) Illness/Absence: Coordinating with Supervisor as needed, make arrangements for care of a Community members when she/he is unable to participate in daily activities due to illness or other reasons. Make sure the workplace has been notified.

c) Grooming/Hygiene: Assist Community members as needed with personal hygiene routine, including bathing, shaving, brushing teeth, and appropriate use of toiletries.

d) Food preparation: Ensure that nutritious meals are provided for the Community members. Made from food that is not outdated and/or questionable.

5. Financial assistance: Assist Community members with spending money as needed. Maintain appropriate documentation for Community member’s spending money.

6. Medical Assistance

a) Monitor the health of each Community members and document any changes in status. Attend to needs if ill with minor illness.

b) Acquire emergency medical attention if necessary. Assist with dispensing medications with Community member’s not considered self-medicating. Use careful documentation and monitoring. Follow medication administration policy regarding storage, dispensing, monitoring, and documenting.

c) Be alert to Community member’s needs for a medical/dental appointment.

d) Inform supervisor if Community members needs a medical appointment.

- e) Encourage Community members to have an appropriate amount of physical exercise and remember we are role models to our Community members.

STANDARDS:

1. Time off/vacation time, that must be coordinated and approved by the appropriate supervisor to ensure adequate support in the home.
2. QMAs are expected to participate in ongoing education opportunities and all required meetings.
3. During your employment with MDC Goldenrod, QMAs should not seek employment or other volunteer opportunities which would prohibit the provision of adequate care and supervision, including, but not limited to the responsibilities listed above.
4. QMAs will be expected to abide by MDC Goldenrod's policies and standards.

CONTACT RESPONSIBILITY:

Fulfilling the responsibilities of this job may result in contact with body fluids. MDC GOLDENROD will provide training and offer Hepatitis B vaccine at no cost to employees in this job classification.

QUALIFICATIONS:

- Desire to work in a faith based environment and be dedicated to the MDC Goldenrod mission
- Preferred experience working with individuals with disabilities.
- QMA Certificate in good standing on file with the Indiana State Department of Health and current CNA Certificate.
- One year experience working in long-term care or similar setting
- At least 18 years old and have valid driver's license with an acceptable driving history.
- Must have reliable transportation and vehicle insurance.
- Must be able to lift over 50 pounds.
- Demonstrate the ability to read and write adequately to complete required forms and reports of visits, to follow verbal/written instructions
- Have the ability to communicate effectively and cooperatively
- Have the ability to provide services according to an individual's ISP (Individual Service Plan)
- Be willing to accept supervision
- Be in adequate physical health to perform the job tasks required
- Be free from communicable diseases
- Have an interest in and empathy for persons with developmental disabilities
- Have interpersonal skills necessary to work productively with Community members

CONDITIONS OF EMPLOYMENT:

- 1) Successful candidate must submit to a pre-employment physical, drug screen, BMV check, and a criminal history check.
 - Criminal background check shows no history of:
 - A) A sex crime
 - B) Exploitation of an endangered adult or failure to report: battery, neglect, or exploitation of an endangered adult; or the abuse or neglect of a child

- C) Conviction of a crime related to the disabled population
 - D) Substantial and/or repeated violations in the care of dependent persons
 - E) Theft, if it occurred less than ten years before application date, except as provided in IC 16-27-2-5(a)(5)
 - F) Murder, voluntary or involuntary manslaughter, Felony battery, or a felony offense relating to a controlled substance
- 2) Valid driver's license, proof of insurance showing \$100,000 insurance coverage, and dependable vehicle required.
 - 3) This position has a 90 day probationary period with an option to extend.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands and work environment described herein are those that must be met by said employee to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities.

While performing the duties, the employee can be seated, standing or walking; at times, greater physical effort will be required. Regular reoccurring travel is expected.

This job description is intended to provide a basic outline for this position. However, applicants must be aware that this job description is neither comprehensive, nor exclusive to the tasks which may apply to this position. MDC Goldenrod is a changing and evolving organization and applicants must, above all, be willing to adapt to these changes.

I have received a copy of and agree to work within the guidelines of this Job Description.

Signature: _____

Date: _____

Printed Name: _____

Supervisor Signature: _____

Date: _____

Printed Name: _____