



110 28th Ave SE
Watertown, SD

Job Title: Unlicensed Assistive Personnel and Medication Aide

Direct supervisor: LPN Manager, Monastery Supportive Care Unit

Hours: 3 shift schedules: Days 7-3:30, Evenings 3-11:30, Nights 11:00pm-7:30am
(pay differential for evening/night shifts)

Qualifications:

- Must have a high school diploma or GED.
- Must be certified as a Medication Aide within 90-day probationary period.
- Must have effective written and verbal communication skills.
- Must be courteous, helpful with a neat and clean in appearance.
- Must be organized and detail-oriented.
- Must be able to maintain positive work relationships with Sisters and employees.

Job Summary:

It is essential that the UAP/Med. Aide understands and practices within the scope of her/his training and refers all medical decision-making to the LPN supervisor. The licensed nurse delegates appropriate tasks and responsibilities to the UAP. These may include:

- Administration and documentation of oral and topical medications,
- Obtaining, documenting and reporting vital signs, blood glucose results and performing minor dressing changes,
- Personal care to Sisters as well as daily chore work within the Supportive Care unit

Job Duties and Responsibilities:

- Maintains resident Sisters medical information accurately while maintaining strict confidentiality.
- Communicates directly with LPN Supervisor or RN in reporting any change in health status of Sisters in residence.
- Requests assistance and/or clarification from LPN or RN as needed.
- Carries out all physician orders as transcribed on MAR and per nursing instructions.
- Administers only oral and topical medications which this includes eye and ear drops.
- Welcomes warmly all guests, resident family/friends, other Sisters of Monastery.
- Assists Sisters with personal care as needed (Showering, dressing, transferring etc.)
- Prepares breakfast as needed or warms meals for Sisters eating on the Supportive Care Unit.
- Provides housekeeping tasks in Sister's rooms and throughout the unit: laundry, bed linen change, dusting, sweeping, etc.

Physical Conditions:

- Must be able to move freely throughout the facility and grounds.
- Must be able to lift, push and pull up to 20 pounds.