

# KAIROS

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Administrative Offices  
715 S.W. Ramsey Ave., Grants Pass, OR 97527  
(541) 956-4943 Fax (541) 956-5463

## JOB DESCRIPTION

<b>Job Title:</b>	Medical Assistant
<b>Range:</b>	C6
<b>Program:</b>	Residential Program
<b>Supervisor:</b>	Program Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Degree of Supervision:</b>	Formal supervisory sessions scheduled bi-weekly or as needed
<b>Positions Supervised:</b>	None
<b>Primary Purpose:</b>	This position is responsible for performing routine administrative and clinical tasks. Additionally, this position is responsible for the medication management at the programs to youth and young adults.

### **Education and Experience:**

Must meet Qualified Mental Health Associate (QMHA) classifications, which includes a Bachelor's Degree in Psychology or a related field or an Associate's degree plus at least one year of work experience in Human Service/Mental Health field or a High School diploma and three years of work experience in Human Service/Mental Health field. Experience with and knowledge of medication administration procedures, infection control and emergency preparedness preferred. Requires, analytical thinking and ability to work independently. Interpersonal communication and human relations skills are essential, along with an ability to prioritize and evaluate agency needs. (CMA or CNA Preferred)

### **Minimum Qualifications:**

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Nonviolent Crisis Intervention (NCI) Certification and demonstrate proficiency in Nonviolent Crisis Intervention (NCI) Certification procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.
5. Obtain and maintain National Provider Identifier (NPI) number and credentialing application process.

### **Essential Duties and Responsibilities:**

A. Deliver and coordinate psychiatric services for youth, young adults and families.

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- B. Establish rapport by demonstrating and maintaining clear, consistent, appropriate, and therapeutic boundaries.
- C. Demonstrate alignment with the philosophy of Collaborative Problem Solving and ability/discipline to utilize Collaborative Problem Solving communication approaches in interactions with youth and young adults, families, staff, and community partners.
- D. Actively supervise and interact with youth and young adults both in the community and within the therapeutic milieu.
- E. Demonstrate knowledge of and be able to efficiently access community resources, support services and referral systems for treatment and discharge planning.
- F. Provide transportation of youth and young adults, or assistance of transportation for appointments and activities.
- G. Provide individual and group skills training and coaching within skill areas including but not limited to: independent living/self-sufficiency, wellness, education, coping skills, navigating the medical community and community living.
- H. Demonstrate effective verbal intervention skills in de-escalating youth and young adults and an ability to safely navigate crisis situations.
- I. Concisely and thoroughly document daily clinical information. Provide timely accurate documentation to meet billing requirements. Must adhere to OAR and standards of care.
- J. Review all pertinent health information documentation prior to admission of youth and young adults and work with treatment team to ensure plans for health and safety as needed.
- K. Maintain communication avenues with essential positions regarding client needs and treatment plans.
- L. Communicate all resident medical issues to staff in a timely manner.
- M. Collaborate and develop quality improvement efforts with other medical department staff in developing policies and/or procedures related to health care/safety issues.
- N. Assist youth and young adults in self-administration of medication when on-site during shift, and document according to agency policy and guideline as needed.
- O. Schedule physician, dental, vision, and lab appointments for youth and young adults timely and ensure proper paperwork is completed for all medical appointments.
- P. Coordinate with pharmacy and psychiatric provider regarding medications for medication cycle, order changes, and new orders.
- Q. Responsible for maintaining all medications, including prescriptive and over the counter, in an organized and inventoried manner.
- R. Demonstrate knowledge of youth and young adults' development and group dynamics by adjusting therapeutic approaches to developmental level and group interactions.
- S. Conduct trainings for youth and young adults and staff on various medical related topics.
- T. Abide by ethical codes, mission, values, and professional standards, including confidentially.
- U. Actively utilize, reference, and follow agency policies, procedures, and guidelines.
- V. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- W. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- X. Comply with all federal, state and agency health and safety reporting requirements.

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## **Other Duties:**

- A. Perform other related work as assigned.
- B. Attend trainings and meetings as assigned. May be appointed to committees.

## **Attendance:**

- A. Maintain prompt and regular attendance in accordance with company policy.
- B. Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

**Physical Demands:** The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl.

The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

**Hazardous Conditions:** Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

**Equipment Used:** May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

**Travel:** Travel is expected for required trainings and providing transportation to clients.

## **Other Responsibilities:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

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Staff signature: \_\_\_\_\_ Date \_\_\_\_\_