



Medication Technician (Med Tech)

Including Part-time Cook Assistant

Position: Medication Technician (Med Tech)

Reports To: Program Manager / Executive Director

Type: Full-Time or Part-Time

Summary

The Medication Technician ensures safe administration, storage, and documentation of prescribed medications for residents. This role helps maintain compliance with health standards and supports youth well-being by coordinating closely with Program Manager, House Managers, and staff.

Key Duties

- Administer daily medications as prescribed, following all policies and procedures.
- Maintain accurate Medication Administration Records (MARs).
- Secure, store, and track medications (including controlled substances).
- Monitor residents for side effects or missed doses; report concerns immediately.
- Assist with medical appointments and communicate with healthcare providers as directed.
- Educate residents (as age-appropriate) about their medication routines.
- Ensure compliance with HIPAA, licensing, and confidentiality policies.
- Assist with preparing and serving dinner meals.
- Support dietary needs, including allergies and special restrictions.
- Coordinate with the full-time cook for prep and cleanup tasks.
- Maintain cleanliness and food safety standards in the kitchen.

- Help with plating, portioning, and timely delivery to homes.
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Qualifications

- High school diploma or GED required.
- Med Tech or CMA certification preferred (or willingness to complete training).
- 1+ year experience in residential, healthcare, or group home setting preferred.
- Basic knowledge of food safety and sanitation.
- Ability to work evenings, weekends, and holidays as needed.
- Strong organization, attention to detail, and communication skills.
- Must pass background check, fingerprinting, and drug screening.