

# Tuscany ALF's

Job Title: Med Tech/Caregiver  
Last Modified: 1/7/2020

## Job Summary

- Performs non-invasive patient tasks including but not limited to routine patient care, support service, in-and-out patient care.

## General Accountabilities

- Answers residents and families calls, delivers messages, serves meals, makes beds, assists residents with eating, dressing, bathing, etc.
- May perform other routine tasks including taking temperature, pulse, respiration rate, blood pressure etc.
- Reports any physical, emotional or mental changes to appropriate house leader and administrator
- Check-in residents and documents appropriate information including medical history for new resident if administrator is unable to be there.
- Performs medication management and assisting with self-administration of medication to residents
- Performs ordering of supplies/medications when appropriate for residents.
- Showing up for your shift on time and dressed appropriately
- Cleaning Resident areas
- Working holidays

## Job Qualifications

- Minimum Education: Medication management Class, CPR and First Aid
- Minimum experience: 0-6 months

## Competencies

- Problem solving- identifies and resolves problems time efficiently; gathers and analyzes information; develops solutions; uses reason.
- Oral communications- Speaks clearly and persuasively; listens and gets clarification when necessary, responds informatively to questions; demonstrates presentation skills; participates in meetings.
- Written Communications- Writes clearly and concisely; edits work; presents data effectively; able to read and interpret written information.
- Planning and Organizing- Prioritize and plans work activities; uses time efficiently. Sets goals and objectives; organizes or schedules other people and their tasks; formulates realistic action plans.
- Professionalism- Approaches others in a polite and tactful manner; maintains composure and reacts well under pressure; Treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.
- Safety and Security- Observes safety and security procedures; reports potentially unsafe conditions; uses equipment/ materials appropriately.

## Physical Demands

- Occasionally required to sit
- Occasionally required to walk
- Occasionally required to use hands to finger, handle or feel

- Occasionally required to reach with hands and arms
- Occasionally required to lift moderate weights 25-50 lbs.
- Occasionally required to talk or hear
- Occasionally required to bend, lift or climb
- Occasionally required to lift light weights less than 25 lbs.
- Occasionally required to lift moderate weights 25-50 lbs.
- Occasionally required to lift heavy weights 50 lbs. or greater
- Finger dexterity required
- Hand coordination required
- Specific vision abilities required for this job includes: close vision, distance vision, ability to adjust or focus

Initial \_\_\_\_\_

**Work Environment**

- Exposure to adverse conditions
- Exposure to wet and/or humid conditions
- Exposure to moving mechanical parts
- Exposure to outside weather conditions
- Protective clothing or equipment is required including gloves and hairnets
- Noise level in work environment is usually minimal to moderate

I \_\_\_\_\_ acknowledge that I have read and understand the duties required. I have read and understand the company handbook. I agree to comply with policies within.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Administrator

**INTERVIEW QUESTIONS**  
**PLEASE FILL OUT**

How would you deal with a resident who is aggressive and resistant to medication?

You will have up to 5 residents to care for, how do you prioritize which one you attend to first?

What is the best way to deal with an irritable resident?

Why is it important to document correctly in the Mors?

What is your idea of being a team player if there is only one person working per shift?

Why do you want to work at Tuscanys Alfs?

What are your strengths?

What are your weaknesses?

