<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Medication Technician</th>
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</thead>
<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>The Women’s Home</td>
</tr>
<tr>
<td><strong>Job Description</strong></td>
<td>See Attached</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td>See Attached</td>
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<tr>
<td><strong>Salary/Hours</strong></td>
<td>$16.50 per hour</td>
</tr>
<tr>
<td><strong>Employer/Agency</strong></td>
<td>The Women’s Home</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>607 Westheimer</td>
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<tr>
<td><strong>City, State, Zip</strong></td>
<td>Houston, Texas 77006</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Bran Lazard</td>
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<tr>
<td><strong>Contact Title</strong></td>
<td>HR Lead</td>
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<tr>
<td><strong>Telephone Number</strong></td>
<td>Email Preferred</td>
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<tr>
<td><strong>Fax Number</strong></td>
<td></td>
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<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:blazard@thewomenshome.org">blazard@thewomenshome.org</a></td>
</tr>
<tr>
<td><strong>Application Method</strong></td>
<td>Online</td>
</tr>
<tr>
<td><strong>Opening Date</strong></td>
<td>05/25/2020</td>
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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.
Title of Position: Medication Technician
Reports to: Manager of Clinical Services
Hours: Wed 3:30-9pm, Thurs-Sun 5-9pm (shared coverage for holidays, vacation, and emergencies
Salary: $16.50hr

Position Summary: This position is responsible for the security of all medication, organizing a plan for all medication box refills, as well as observe, confirm, and record self-administered medication by residents. In addition, the medication technician will work in collaboration with staff and clients to provide a welcoming, trauma-informed atmosphere to empower clients to regain their self-esteem and continue with their goals while managing their medications appropriately.

I. General Responsibilities
   a) Maintain inventory all prescribed medication weekly, and conduct medication audits.
   b) Alert Manager of Clinical Services of any and all Schedule I, II, III, & IV medication that is found on campus.
   c) Discard all discontinued medication monthly and complete required report.
   d) Record all prescribed medication that enters the residential facility.
   e) Provide and file all medication receipts for discharged residents.
   f) Secure all medication and resident files.
   g) Update medication spreadsheet which records medication being taken by current program participants.
   h) Conduct drug tests, room & bag searches as needed.
   i) Dispense over-the-counter medications as needed, and record in required log.
   j) Track use of all over the counter medications and coordinate ordering of supplies.
   k) Transport residents in company van in cases of an emergency
   l) Report and document all client and medication incidents to the Manager of Clinical Services.
   m) Drop off and pick up medication prescriptions.
   n) Communicate and work with clients and staff regarding resident medication depletion levels, shortages, non-compliance by residents, and medication misuse by residents.
   o) Assist Residential Supervisors with campus monitoring when needed.
   p) Attend and participate in monthly staff meetings.
   q) Assist with quarterly client awards banquet.
   r) Other duties as assigned by the Manager of Clinical Services and Team Leads.

II. Qualifications
   a) Accuracy in mathematics, attention to detail and legible handwriting.
b) Advanced written and verbal communication skills.
c) Professional demeanor.
d) Flexible, punctual, discreet, teachable, dependable.
e) Ability to work with minimal supervision.
f) Willing to confer with supervisor when needed.
g) Experience with substance abuse and/or mental illness.
h) Valid Texas Driver’s license with no outstanding warrants or tickets
i) Transport residents in company van in cases of an emergency

Working Conditions

a) Staff is based inside Main Residence. Staff will have a desk, access to a computer and other standard office equipment (e.g., copier, fax, etc.)
b) Staff must be able to handle walking inside the building, and inside the grounds of the residential area. Staff must be able to walk up one flight of stairs.
c) Occasional lifting. Staff must be able to lift 15 – 20 pounds.

Physical Requirements

Walking, standing, writing, bending, lifting

Education/Experience

Bachelor’s degree preferred in Nursing, Psychology, Social Work, Counseling or related field coupled with a minimum of 1 year mental health experience. Extensive training in medication management is a plus.

Certification/Training

CPR, First Aid