



## **JOB DESCRIPTION**

**JOB TITLE: MEDICAL TECHNICIAN**

**TYPE: NON-EXEMPT**

**SUPERVISOR: DIRECTOR OF RESIDENT CARE**

### **JOB RESPONSIBILITIES:**

- Provide compassionate and individualized assistance to our residents.
- Works in the nurse's station to answer and direct residents.
- Assist with ADLs, such as dressing, oral hygiene, and bathing.
- Ensures Resident's units are clean and tidy.
- Laundry assistance
- Help residents with correspondence such as phone and email
- Monitor and report any concerning changes in residents' behavior or condition.
- Assistance with meals
- Assistance with dispensing medication and monitoring vitals.
- Passing, logging and proper disposal of medications.
- Maintaining professional boundaries with residents, interacting with them in an appropriate manner.
- Knowledge and understanding of Resident Bill of Rights.
- Knowledge of the company and services offered and can accurately describe this information to new residents.
- Maintaining cleanliness and presentation of the day rooms, which includes removing any dishes or trash, folding and putting away blankets, straightening pillows, sanitizing hard surfaces, etc.
- Always demonstrates proper handwashing techniques and uses gloves whenever necessary.
- Assists with monitoring residents for wellbeing.
- Maintain knowledge of resident location.
- Ensure proper fit of wearable safety gear (gloves, masks, eye protection, clothing, etc.)
- Maintain a clean work space and sanitize equipment as necessary.
- Adhere to medical safety protocol, including executing proper hazardous waste disposal.
- Attend staff meetings and participates in those meetings.
- Support organizational and departmental philosophies, goals, and objectives and through own behavior lead and motivate others to do so.
- Any other related tasks as assigned.

**EXPERIENCE/QUALIFICATIONS:**

- High school diploma or equivalent.
- Satisfactory level 2 Background Check required by AHCA based on F.S. 429.174. Statute.
- Current CPR, Med Tech and First Aid certifications.
- Ability to effectively communicate in English with supervisor, Physicians and/or representatives employees, residents, and families.
- Current licensure and certification to work as a medical technician.
- Strong communication and organizational skills with an acute attention to detail.
- Demonstrable working knowledge of computer programs and systems such as but not limited to Microsoft Word, Microsoft Excel, and email.
- Excellent critical and forward-thinking skills.
- Familiarity with office machines (printer, fax, multi-line phone, etc.).
- Excellent interpersonal skills with a high level of diplomacy and political awareness, and ability to work effectively as a member of a team.
- Demonstrate ability to meet deadlines.
- Satisfactory references from employers and/or professional peers.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of these tasks that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**BONAFIED OCCUPATIONAL QUALIFICATION:**

Bilingual (English/Spanish) communicate and comprehend both languages.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The requirements for this position are indicative of the mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans With Disabilities Act will be granted wherever possible.

I have read, understand and agree to abide by this Job Description. I further acknowledge that my employment is subject to a probationary period of 12 months. Benefits can accrue after 90 days following a satisfactory performance evaluation.

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Signature

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Date

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Witness

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Date