

Cayuga Addiction Recovery Services
Residential Program Unit (www.carsny.org)

Job Description

<u>Position Title:</u>	Medical Services Assistant
<u>FLSA Status:</u>	Non-Exempt
<u>Supervisor:</u>	Clinical or Assistant Supervisor
<u>Positions Supervised:</u>	None
<u>Anticipated Hours:</u>	Full Time or Part time

Minimum Qualifications: Experience with institutional medical procedures

Desired Qualifications: Experience with CNA in nursing homes or other residential programs

Knowledge: A basic understanding of addiction & recovery issues, knowledge of health issues in addiction and of mental health issues, especially medication issues, is essential. Knowledge of group process and multi-disciplinary approach is desired.

Skills: Excellent interpersonal skills, effective written and verbal communication skills (including computer), ability to multi-task, crisis intervention skills, group skills, able to maintain healthy & appropriate treatment boundaries, able to be a proactive team player, and able to represent the agency well.

Tasks & Responsibilities

1. Responsible for addressing day-to-day medical issues with residents.
2. Assist RSU MD & NP during their hours in all ways needed by them and by RSU, including OASAS regulations.
3. Maintain comprehensive understanding of all RSU clients (including by sight and name).
4. Partner with clinical staff, reporting to Primary Counselors in a timely manner on all client medical issues.
5. Facilitate Health Issues and Smoking Cessation Groups with residents.
6. Supervise and report on medication room physically and procedurally.
7. Primary contact person for hospital and other medical providers, including regarding client medication needs.
8. Participate in weekly supervision with Clinical Supervisor or Assistant Clinical Supervisor.
9. Participate in weekly clinical staff meetings, including providing a weekly medical report and weekly Residential Counselor meetings and other trainings.
10. Participate in any Residential Counselor duties as directed or necessary.