



Concern Housing Job Description

Position: Medication Manager

Location: Hempstead (Estella)

Schedule: Monday – Friday; 9am – 5pm

Salary: \$55,000

Click here to apply: https://www.appone.com/MainInfoReq.asp?R_ID=6745829

Concern Housing is seeking a Medication Manager to be responsible for providing oversight and monitoring of client medications and education regarding medications. The Medication Manager assists with the development and implementation of medication related policies and procedures and provides trainings to agency staff to ensure understanding and compliance.

Duties and Responsibilities:

- Provide medication monitoring for identified clients at the SP-SRO who are in need of this service.
- Assess client needs to determine the frequency of medication monitoring.
- Assess and help prepare clients as needed to monitor and ingest their medications independently.
- Facilitate communication amongst treatment providers regarding client medication regimen concerns.
- Ensure accuracy of medication sheets.
- Facilitate staff training regarding proper medication policies and procedures.
- Perform medication counts: daily for controlled substances, weekly for all other medications; report discrepancies to Director immediately and complete all corresponding documentation.
- Order medications as needed and ensure that all medication orders are received and accurate.
- Ensure all medications are being stored and monitored properly.
- Participate in weekly supervision and monthly staff meetings.
- Remain current with all Agency required compliance documents and trainings.
- Perform other duties as assigned by Director.

Qualifications: Bachelor's Degree in Psychology, Rehabilitation, Social Work or other related mental health discipline, plus 2 years' experience working with a psychiatric population. A working knowledge of psychotropic medications is also required. This individual must have good verbal and written communication skills as well as the ability to make sound judgments regarding client care.

Concern Housing offers a generous benefit package which includes; Medical Insurance (Agency pays 80% of the premium), Affordable Voluntary Dental and Vision Insurance, Flexible Spending Accounts, Agency Sponsored Retirement Plan, Employee Sponsored 403(b) Retirement Plan, Agency Sponsored Life Insurance Coverage and an Excellent Paid Time Off Package. Concern encourages employee growth, offering Educational Assistance and Scholarship Programs, Licensure Reimbursement and Possible Internship/Clinical Supervision. Referral Bonuses are also available!