



INTERNAL/EXTERNAL JOB POSTING

Posting Date: **December 1, 2015**

Application Closing Date: **December 7, 2015**

Job Title: **Medication Delivery Tech**

Program: **Med Drop Program**

Location: **Jackson**

Salary/Wage: **\$12.00/Hr.**

Work Hours: **Varies: AM and PM Deliveries**

Job Classification: ☒ Non-Exempt ☐ Exempt ☐ Full-Time ☒ Part-Time

Supervisors: **Medication Delivery Coordinator/Director of Nursing**

Job Summary: **The Medication Delivery Tech dispenses oral psychotropic medication to consumers, under contract with Advanced Care Pharmacy, and under the supervision of the Medication Delivery Coordinator. The Medication Delivery Tech offers medication education, and observes consumers for drug reactions and reports any problems. Coordinates with the prescribing physician and Advanced Care Pharmacy.**

Qualifications:

Education: **High School Diploma or equivalent**

Certification/Licensure: **Certified Nursing Assistant (CNA) certificate, Social Work Tech licensure, or Certified Peer Support Specialist.**

Work Experience: **Experience working with people diagnosed with a major mental illness. Medication administration experience is required. Familiarity or specialized training in Psychotropic Medications is desired. Community/In Home work experience is desired.**

Transportation: **Must possess reliable transportation to conduct community and home visits.**

Skills: **Able to type 35 wpm with a high degree of accuracy**

Problem Solving/Decision Making/Interpersonal Skills: **The ability to write and speak effectively to represent the agency programs in the community, good reading and writing skills**

Physical and Mental Capabilities: **Required to sit, stand, walk, and climb stairs/steps; manual dexterity needed for using a computer keyboard and other electronic devices; requires talking and hearing in person and on the telephone, and vision for close work; frequently drives a vehicle to and from community settings**

Other Hiring Contingencies: **Offers of employment are contingent upon successful background/criminal investigation and reference checks. Must be available to work 6:30-10:00 a.m. and/or 6:00-10:00 p.m.**

Applying for job postings

Internal: Eligible employees are welcome to apply for job openings. Interested employees must complete an Internal Job Application and submit to the COO no later than the Application Closing Date. Employees are encouraged to attach a current resume with their application.

External: Qualified candidates may be referred by active or former employees. Qualified candidates may send their resume to Segue, Inc., P. O. Box 6159, Jackson, MI 49204, to Attn: **Human Resources or fax to (517) 784-7546.**