

Job Title:	Detox Technician I or II	Position #:	MS-
Job Family:	Medical Services (MS)	FLSA Classification:	Non-exempt (Hourly)
Reporting Supervisor:	Nursing Supervisor	Level/Salary Range:	Detox I: MS-1 or Detox II: MS-2

Job Description

JOB SUMMARY: Under the supervision of the Nursing Supervisor, the Detox Tech I will work in conjunction with the RN/LPN to perform medication management for clients, perform routine medical procedures, triage, coordination of care, and to assist with detox duties including intakes, transfers and discharges as needed.

ESSENTIAL FUNCTIONS

1. Manages residential client medications:
 - a. Administers daily medications for residential clients;
 - b. Processes new medication orders;
 - c. Updates electronic health records (ER) with med changes;
 - d. Creates and print out MARS;
 - e. Orders medications for clients as needed;
 - f. Completes medication preauthorizations as needed;
 - g. Administers controlled meds and tapers;
 - h. Manages medication inventory form – at both intake and discharge;
2. Tracks inventory of medications – checking for low supply, expiration dates, etc.
3. General Detox Duties:
 - a. Assists with Detox intakes as needed;
 - b. Assists with Detox clients vitals and CIWA/COWS;
 - c. Cleans Detox area and client’s rooms – sweep, mop, wipe down area, empty trash, etc.;
 - d. Changes linens as needed;
 - e. Cleans laundry as needed – client and facility;
4. Orders and tracks all weekly routine lab orders;
5. Conducts residential labs – blood draws, urinalysis, etc.;
6. Inventories all supplies and places orders as needed;
7. Takes and records vital signs/daily weights/blood glucose monitoring/insulin/injections;
8. Updates Kitchen staff on client count/dietary needs for meals;
9. Coordinates care with PCP office including:
10. Notification letter
11. Sets up follow-up PCP appointment for after graduation;
12. Assists with ride/transportation coordination for medical visits;
13. Triage medical concerns and passes on to RN as indicated;
14. Records client file/nursing notes as appropriate in EHR system in accordance with acceptable standards;
15. Cleans nursing station – sweep, mop, wipe down counters, empty trash, etc.;

16. Contacts on-call providers as needed for medical concerns;
17. Gathers health information to complete intake forms with new residential clients including nutritional screenings, health history and standing orders;
18. Reviews medications with client at discharge and ensure client has adequate supply and understanding of meds;
19. Phlebotomy for routine and stat lab orders;
20. Answer phones, review emails and respond as appropriate;
21. Performs other related duties as assigned.

ORGANIZATIONAL RESPONSIBILITIES

1. Performs work in alignment with the BestCare's mission, vision, values;
2. Supports the organization's commitment to diversity, equity, and inclusion by fostering a culture of open-mindedness, cultural awareness, compassion, and respect for all individuals;
3. Strives to meet Program/Department goals and supports the organization's strategic goals;
4. Adheres to the organization's Code of Conduct, Business Ethics, Employee Handbook, and all other relevant policies, procedures, and other compliance needs;
5. Understands and maintains professionalism and confidentiality per HIPAA, 42 CFR, and Oregon Statutes;
6. Attends required program/staff meetings and completes assigned training timely and satisfactorily;
7. Ensures that any required certifications and/or licenses are kept current and renewed timely;
8. Works independently as well as participates as a positive, collaborative team member.
9. Performs other duties as needed.

QUALIFICATIONS

EDUCATION AND/OR EXPERIENCE REQUIREMENTS:

- Assoc. Degree required or High School Diploma (or equivalent) plus 2+ years' related experience required

LICENSES AND CERTIFICATIONS:

- Detox Tech II requires CMA, CCMA, or EMT certification
- Must maintain a valid Oregon Driver License or ability to obtain one upon hire, and be insurable under the organization's auto liability coverage policy (minimum 21 years of age and with no Type A violations in the past 3 years, or three (3) or more Type B violations)
- Current BLS or ability to obtain within 3 months
- Current Oregon Food Handlers Card

PREFERRED:

- Bilingual in English/Spanish

REQUIRED COMPETENCIES: Must have demonstrated competency or ability to obtain competency within a reasonable period for each of the following:

- Proficiency in MS Office 365 (Word, Excel, Outlook), EHR databases, virtual meeting platforms, internet, and ability to learn new or updated software;
- Strong interpersonal and customer service skills;
- Strong communication skills (oral and written);

- Strong organizational skills and attention to detail, accuracy, and follow-through;
- Excellent time management skills with a proven ability to meet deadlines;
- Strong critical thinking and decision-making skills that can impact safety of self and others
- Ability to maintain confidentiality of privileged information in compliance with HIPAA, 42 CFR, the Employee Handbook and all privacy and security regulations
- Ability to build and maintain positive relationships;
- Ability to function well and use good judgment in a high-paced and at times stressful environment;
- Ability to manage conflict resolution and anger/fear/hostility/violence of others appropriately and effectively;
- Ability to work effectively and respectfully in a diverse, multi-cultural environment;
- Ability to work independently as well as participating as a positive, collaborative team member.

TOOLS AND EQUIPMENT USED: Standard office equipment including computer/laptop, copy/fax/scanning machine, printer, telephone or multi-line phone; Medical equipment including blood pressure cuff (digital and manual), pulse oximeter, digital thermometer, glucometers, venipuncture equipment, AED, stethoscope, gait belt, oxygen tanks and tubing, and in residential programs, C-PAP equipment.

WORK ENVIRONMENT/PHYSICAL DEMANDS: The work environment is respectful, multi-cultural and inclusive, and the characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the employee to dress in a manner that meets the standards for professional attire at Best Care or per department-or job-specific requirements (See Dress Code Policy in Employee Handbook). Other conditions/demands include:

- Primarily indoors (95%)
- Must wear required Personal Protective Equipment (PPE)
- Must wear attire as prescribed for staff working in Medical Services
- Frequently sits at a desk, stands, walks, bends/stoops, reaches above/below shoulders, uses arms, wrists, hands, and grasps/squeezes
- Occasionally twists, crouches/squats
- Must be able to perform repetitive tasks/motions, have good manual dexterity
- Must be able to lift/carry up to 20 lbs. frequently and push/pull 21-75 pounds occasionally
- Must be able to hear alarms/telephone/audio/normal speaking voice
- Must have clarity of vision: Near (<20"); Mid (>20" to < 20'); Far (> 20')
- Must be able to drive motor vehicle to perform job
- May be exposed to communicable disease

ACCEPTANCE AND EQUAL EMPLOYMENT OPPORTUNITY:

BestCare provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin/ancestry, religion, sex, sexual orientation, gender, gender identity, marital or family status, age, genetic information, expunged juvenile record, military status or performance of duty in a uniformed service, physical or mental disability, or any other characteristic protected by local, State, or Federal laws, regulations, or ordinances. Equal employment opportunity applies to all terms and

conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

I have received, reviewed, and accept the above job description and understand that this does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the business needs for the employer and requirements of the job change.

Employee Name (Print)		Date:	
Employee Signature:			