

Recovery Ways Idaho

JOB TITLE:	Medication Manager
BEGINNING SALARY:	DOE
IMMEDIATE SUPERVISOR:	Executive Director
DATE OF JOB DESCRIPTION REVISION:	February 16, 2022
WORK SCHEDULE:	Part-time, flexible hours OR 20 hours per week M-F 8-5
DOL STATUS:	Non-Exempt

JOB SUMMARY: The medication manager is responsible for overall direction of the medical and psychiatric services provided at RWI and ensuring the medical necessity for services rendered in the mental health clinic.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for meeting with all patients face to face or via telehealth in a timely and reoccurring manner, thus ensuring compliance with IDAPA regulations at 16.03.09.714.03.
- Will provide telehealth services to rural areas.
- Will spend as much time in the facility as necessary to assure the patients are getting services in a safe and effective manner in accordance with accepted standards of medical practice in order to ensure compliance with IDAPA regulations.
- Will serve in a collaborative role when necessary to ensure that agency complaints and requests are considered and that any program deficiencies are corrected.
- Maintain treatment records in the electronic medical record according to RWI policy, regulatory agencies, and accreditation standards.
- Attend and actively participate in meetings as required.
- Attend training sessions, workshops, and conferences on behalf of RWI as required by regulatory agencies.
- Maintain all required licenses, continuing education, and insurances as required by RWI policy, regulatory agencies, and accreditation standards.
- Adhere to all standards, policies and procedures promulgated by the Executive Director.
- Other duties as assigned.

JOB QUALIFICATIONS:

Education and Experience

- Valid license to practice in Idaho
- Current Idaho Board of Pharmacy / DEA license
- Current malpractice insurance
- Updated curriculum vitae

Key Competencies

- Strong verbal and written communication skills.
- Ability to win the confidence and respect of people in general
- Ability to have a positive working relationship as a team member, with co-workers, supervisors, and members of the community.
- Emotional maturity, good judgment, integrity, flexibility, patience, resourcefulness, ability to relate to people, self-confidence, and generate liking for people.
- Ability to work flexible hours.
- information management, organizing and planning skills, attention to detail, ability to take initiative
- reliability
- stress tolerance

Physical & Environmental Demands

- Able to sit for 1/3 – 2/3 of time; stand up to 1/3 of time; walk short distances; use of hands and/or fingers to handle or feel more than 2/3 of time. Light physical requirements exerting up to 10 pounds of force to lift items occasionally; able to tolerate inside environmental conditions and moderate noise level (i.e.. Business office and light traffic).
- Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed above.

Must be able to successfully pass a criminal history and background check through the Department of Health and Welfare and be able to pass a pre-employment drug test.

PERSONNEL POLICIES: As a condition of employment, all employees are expected to abide by all the rules of conduct and other standards established by RWI. The Employee Handbook outlines many of these standards. It is the employee's responsibility to become familiar with the standards, both as they exist on the date of hire and as they may evolve and change.

STATEMENT OF AT WILL EMPLOYMENT: I understand that neither the employment application nor any written personnel procedure, manual, or employee handbook is an express or implied contract of permanent employment. I further understand that my relationship with RCW is "at will" and for an unspecified term and

that RCW and I each have the right to terminate the employment relationship at any time, with or without cause or advance notice.

My signature affixed below attests to the fact that I have read, understood and agree to the terms of my job as set forth in this job description. I further understand that this job description may be revised.

Employee Signature

Print

Date

Witness Signature

Print

Date