



[https://listencenter.org/?post\\_type=jobs&p=47742](https://listencenter.org/?post_type=jobs&p=47742)

## Medical Support Assistant

### Job Description

The LISTEN Center is an amazing place staffed with dedicated people helping those with intellectual and developmental disabilities become as independent and self-sufficient as possible. Our goal is to support and encourage independence and dignity among those we serve. LISTEN focuses on personal growth, health, safety, and community involvement. We care for those we serve with positivity, respect, and friendliness.

### Position Summary

The LISTEN Center's Medical Support Assistant works in an assistive role to the registered nurse in the provision of care activities as delegated by and under the supervision of the registered nurse. The Medical Support Assistant provides support, care, and adheres to the Overall Service Plan (OSP) of everyone with intellectual disabilities, giving them the tools for self-advocacy to live independently and with dignity.

### Essential duties and responsibilities may include, but are not limited to the following

- Transport, attend and provide insight at the individual's health related appointments. Relay information back to the team and complete appropriate follow up.
- Assist with the pick-up, set up and delivery of medications and medical supplies for the appropriate Listen setting.
- Assist with obtaining, entering and maintaining orders, updating and auditing medication and T-log documentation records, and scheduling appointments.
- Document and chart cares provided according to standards and requirements outlined by Listen Center Policies.
- Provide care and safety for our individuals with medical needs within the Listen Center Day Hab Program and our Residential sites.
- Comprehend and follow through with the individual's medical/OSP plan.
- Assist with training staff on medical plans, medications and safety precautions.
- Communicate frequently with nursing and other Listen staff on medical plans, safety precautions, and other appropriate health related topics.
- Other related duties as assigned.

### Requirements

- High school diploma or GED required.
- In-field supervisory experience
- Outstanding written oral and written communication and experience in report writing and documentation.
- Knowledgeable about how to interact with people with all types of disabilities and to maximize their potential for self-sufficiency.
- Maintain an effective working relationship with colleagues

### Hiring organization

LISTEN Center

### Starting Wage

\$ 19

Base rate \$20/ hour depending on years of experience. 5% with DD certification.

### Working Hours

Full-time

### Job Location

2100 S Washington, 58201, Grand Forks, USA

### Date posted

February 11, 2024

### How to apply?

Please email [jobs@listencenter.org](mailto:jobs@listencenter.org) your cover letter and resume with Medical Support Assistant Position in the Subject Line.

Exhibit strong organizational and time management skills with ability to manage multiple projects with varying time-sensitive deadlines.

- Encourage and model positive communications.
- Employ the principles of People First and the Active Support Models to engage those served by the LISTEN Center
- Proficient and competent in the use of technology for documentation
- Background check
- Valid driver's license
- Employment offer conditioned upon a negative test for illegal substances

**Work Environment and Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit, walk and stand. Lift sixty (50) lbs. occasionally, with the ability to reach, stand, walk, carry, bend, stoop, kneel, crouch, sit, and/or crawl. The ability to hear and see in order to communicate effectively as well as communicate clearly and concisely. Maintain mental capacity, allowing for effective interaction and communication with others. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.