



## POSITION DESCRIPTION

TITLE: Medication Program Assistant  
DEPARTMENT: Medical Clinic  
REPORTS TO: Medication Program Coordinator

### HEALTH BRIGADE MISSION, VALUES, COMMITMENT TO CONTINUOUS QUALITY IMPROVEMENT

The mission of Health Brigade is to provide exceptional health services to those least served in a caring and non-judgmental environment. Health Brigade is a diverse, value-driven organization committed to person-centered quality care. Health Brigade is committed to continuous quality improvement at all levels of the organization, including but not limited to; service delivery, operations, management, leadership and governance.

### POSITION SUMMARY

The Medication Program Assistant collaborates with the Medication Program Coordinator to provide support of Health Brigade's medication dispensary program. Depending on your skills and experience, you may fall into one of the levels of responsibility below.

### JOB RESPONSIBILITIES

- One 4-hour shift per week minimum required
- 6-month minimum commitment required

#### **Level 1- Does not require previous experience or licensure**

- Filing and data management
- Unpacking medications
- Assisting in preparing medications for patient pickup
- Checking expiration dates of samples
- Stocking samples and inventory in medication room
- Updating EMR to reflect medication pickups
- Stocking lobby table with giveaways

#### **Level 2- Suitable for people with Level 1 experience, pharmacy tech, or third-year pharmacy student**

- Can also assist with Level 1 tasks
- Ordering medications and tracking delivery
- Processing medications on arrival
- Processing Patient Assistance Program applications
- Alerting patients for medication pickup
- Checking patient records for patient compliance and alerting the provider to follow up
- \*Third-year students can check patient values to make suggestions to providers
- \*Licensed volunteers can prepare and administer immunizations

### WORKING CONDITIONS

- Work is performed in an interior medical/clinical environment.

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for approximately four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Required to exercise universal precautions and learn the policies concerning infection control.

### **VOLUNTEER EXPECTATIONS**

To remain in good standing as a volunteer at Health Brigade, we expect volunteers to follow the below guidelines.

- Communicate schedule changes with your supervisor in a timely manner
- Be open to growth opportunities and responsive to feedback
- Complete required trainings in a timely manner
- Adhere to Health Brigade policies as they apply to volunteers

### **ATTENDANCE POLICY**

- If you are not going to be able to attend your shift, Health Brigade expects to be notified in advance. Three no-call no-shows will result in termination of your service at Health Brigade.
- There is a 15-minute grace period if you are late to your shift. If you arrive later than 15 minutes after the scheduled start of your shift, you may be asked to leave. Regularly arriving late after the scheduled start of your shift will result in termination of your service at Health Brigade.

### **HIPAA**

All Health Brigade volunteers are expected to follow Health Brigade security policy guidelines. HIPAA addresses the use and disclosure of protected health information. The Office for Civil Rights under the Department of Health and Human Services has responsibility for implementing and enforcing rules around privacy and health information. Protected health information is defined as the *individual's past, present, or future physical or mental health or condition, the provision of health care to the individual or the past, present or future payment for the provision of healthcare to the individual.*

At the time of hire, volunteers will be required to sign an agreement which stipulates that all confidential and/or financial information related to Health Brigade clients will not be divulged at any time during or after the period of volunteerism. All volunteers are required to attend HIPAA training annually.

### **ILLNESS AND COVID**

Please do not come onsite or provide in-person services when you are sick. We cannot stress enough how important this is given the COVID pandemic. Contact your supervisor and the Volunteer Program Manager to let us know you are sick and cannot come in. You will not be penalized for missing time due to illness. Follow all CDC and/or doctor recommended guidelines regarding isolation and quarantine. Adhere to appropriate procedures for handwashing and use of PPE. COVID and flu vaccinations are mandatory for on-site work.

### **TRAUMA INFORMED CARE**

Health Brigade began prioritizing a trauma approach to care in 2017 when it joined the Greater Richmond Trauma Informed Community Network. This is about how Health Brigade “does the work” with respect and dignity to all persons without having to know each specific history.

Trauma refers to experiences (single event and historical) that cause intense physical and psychological stress reactions. It can refer to “an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening and that has lasting adverse effects on the individual’s functioning and physical, social, emotional, or spiritual well-being.”

Substance Abuse and Mental Health Services Administration (SAMSHA) defines “a program, organization, or system that is trauma-informed as one that: 1) Realizes the widespread impact of trauma and understands potential paths for recovery; 2) Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system; 3) Responds by fully integrating knowledge about trauma into policies, procedures, and practices; and 4) Seeks to actively resist re-traumatization.”

Being trauma-informed helps everyone. Trauma-informed care helps the person accessing a service (e.g., client/patient) and the person delivering it (e.g., doctor, nurse, therapist) and transforms the service culture itself.

### **COMPREHENSIVE HARM REDUCTION**

In alignment with Health Brigade’s mission to provide exceptional health services to those least served in a caring and non-judgmental environment, the agency approaches our clients, patients, and collaborators with a harm reduction framework. Harm reduction is a framework aimed at reducing stigma and negative consequences associated with drug use and other criminalized activities/behaviors. Foundational to that framework is the respect for people who use drugs and belief in their dignity. Health Brigade’s Needle Exchange promotes the rights and humanity of all people regardless of their substance use. It acknowledges the harms associated with drug use are linked to systemic oppression, criminalization, and stigma.

### **DIVERSITY, EQUITY, AND INCLUSION**

Health Brigade embraces the Robert Wood Johnson Foundation’s definition of Health Equity: “Health equity means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care.”

Health Brigade welcomes people from all walks of life, recognizing diversity and differences create a more humane and just society. Health Brigade’s values guide our organizational commitment to diversity, inclusion, and equity.

### **HEALTH BRIGADE VALUES**

**Welcoming:** *We respect the worth, dignity, and equality of every person*

- Welcoming and genuine toward others
- Initiates greeting others and offering help or direction
- Fosters a non-judgmental environment that offers safety for others to be authentic
- Accessible and approachable
- Refrain from shaming and blaming

**Trusted:** *We provide a professional and safe environment for our patients, clients, volunteers & staff*

- Present self as a professional and maintain welcoming pleasant physical spaces
- Utilize good interpersonal skills, using transparency and sensitive interactions with others

- Foster learning and support others in their growth
- Utilize a trauma informed approach in interacting with others
- Hold ourselves mutually accountable
- Ensure physical safety of self and others

**Inclusive:** *We embrace diversity in all of its forms*

- Demonstrate sensitivity to diversity in all of its forms through the words we use, the symbols we share and a commitment to continual learning
- Collaborate with others validating voice and choice
- Communicate inclusively and share work across disciplines and departments
- Advocate for equitable and inclusive policies and practices that reflect HB values

**Integrated:** *We focus on the health and well-being of the whole person*

- Demonstrate a personal commitment to our own health and well being
- Set healthy personal and professional boundaries
- Support whole person health across the agency in all departments

**Impactful:** *We provide quality care that improves the health of our service population*

- Always trying to improve what we do
- Use best practices to set the bar for our work regardless of job position
- Attention to data, detail, reporting and measures that improve our work
- Align our day to day work with the mission and values of the agency
- Be creative and innovative in our problem-solving and creating new processes

**Responsive:** *We advocate for and provide services to address evolving community needs*

- Recognize the gaps in services that our patients are experiencing
- Advocate in our departments, teams and throughout the agency to better meet needs
- Adaptable and open to new ways of meeting needs