

Medication Delivery Driver

Job Title: Medication Delivery Driver

FLSA Classification: Non-Exempt

Department: Clinic

Supervisor: Clinical Supervisor

Job Summary

Under the supervision of the Clinical Supervisor, the Medication Delivery Driver delivers medications from the PACE facility to participant (PTP) homes.

Essential Job Functions

- Collaborates with Pharmacy Technicians to coordinate PACE participant medication deliveries.
- Assists Pharmacy Technicians to package medication for distribution at PACE site and/or to the PTP home.
- Delivers medications to participants utilizing strategic routes.
- Follows medication distribution policy, collecting PTP signatures to confirm medication deliveries.
- Reports undelivered medications to the Clinical Supervisor, assisting with corrective action delivery plan.
- Assists with communication and encouragement to participants and their designated caregivers to comply with their medication pick-up dates at the PACE facility.
- Exercises high level confidentiality and privacy during the effectuation of service deliveries.
- Follows Innovative Integrated Health (IIH) policies and procedures and OSHA safety guidelines.
- Participates in training and development activities, as assigned.
- Maintains vehicle in proper working condition.
- Follows vehicle maintenance rules, completing inspection reports and picking up / returning vehicle to transportation department.
- Exemplifies workplace behavior aligned with organizational core values of honesty and integrity, respect for others, encouragement, patient centeredness and quality care.
- Performs other duties as assigned.

Experience

- Minimum of one (1) year of documented experience working with frail or elderly population.
- Prior experience delivering medications or parcels strongly preferred.

Qualifications

- Valid Class C Driver's License
- Clean DMV driving record; subject to annual verification
- Ability to develop and maintain delivery reports
- Demonstrates flexibility and cooperation; weekday deliveries as needed.
- Effective oral and written communication skills
- Medically cleared for communicable diseases; up-to-date immunizations records

Education and Certification

- High school diploma or GED

Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

Acknowledgment

I have read the above Accounting Specialist job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of IIH for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.



I understand that employment at IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

Employee Print Name

Employee Signature

Date

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