



JAIL - MEDICAL OFFICER (or LPN or RN)

DEPARTMENT: SHERIFF'S OFFICE

REPORTS TO: CORRECTION SERGEANT AND/STAFF MEDICAL PROVIDER

ESSENTIAL JOB FUNCTIONS:

- Set up medications.
- Review all incoming medical screenings for potential medical issues.
- Handle emergent issues as they arise while working.
- Work with the medical provider to establish standing orders for procedures i.e. tooth aches, withdrawals, pregnancies.
- Process and address medical requests-kites within the scope of your training and certification.
- Dispense medications to inmates.
- Assist medical provider with sick call.
- Perform blood sugar tests, pregnancy tests, blood draws.
- Maintain medical charts and records.
- Make contacts with other doctors/referrals- coordinate appointments with correction sergeant and medical provider.
- Maintain organized medical closet with extra medications for indigent inmates – monitor expiration dates.
- Coordinate dental appointments with correction sergeant and dental providers.
- Handle any other situations as directed by correction sergeants or administration.
- Take necessary follow up actions when inmates return from hospital with follow up instructions.
- Work as liaison with medical provider.

WORK SCHEDULE: 40 HOURS PER WEEK (WORK WEEK MAY INCLUDE WEEKENDS AND HOLIDAYS)

REQUIRED QUALIFICATIONS:

- 21 years of age.
- Washington State certified health care assistant (or LPN or RN).
- Ability to work with medical care provider, delivering care to medical, psychiatric, and dental patients.
- Medical records skills.
- Able to initiate appropriate emergency response, current CPR, and pharmacology knowledge required.

- Good oral communication skills with the ability to communicate in English to explain policies and procedures and to deal with the public, staff members, and employees of other criminal justice agencies
- Skill in operating standard office equipment and basic computer programs.
- The ability to work efficiently, accurately and thoroughly with close attention to detail while meeting deadlines.
- Applicant cannot have been convicted of any felonies. Background investigation, psychological evaluation and polygraph conducted on successful candidates.
- No requirement for length of service in this field - - can be newly certified.

Hiring is provisional, based on outcome of psychological evaluation and polygraph results.