

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 16, 2016

REVISED: JUNE 27, 2016

OPEN UNTIL FILLED

DEPARTMENT: Sheriff's Office

POSITION: Medical Assistant (2 positions)

LOCATION: Globe

JOB CODE: 16-051

PLEASE USE CIVILIAN/VOLUNTEER APPLICATION

ANNUAL SALARY: \$33,344-\$35,845 DOE

PURPOSE OF THE JOB

The purpose of this position is to provide appropriate healthcare to inmates. Assess inmates' medical needs, performs medical procedures, distributes medications, provides ongoing care and completes appropriate paperwork.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Triage detention inmate care needs by conducting health assessment and prioritizing healthcare needs within scope of authority; evaluates acute and chronic symptoms, and may determine essential care required.	20%
• Performs procedures and uses equipment as delegated by the supervisor, consistent with demonstrated competencies.	15%
• Performs basic medical care procedures and prescribed medical treatments; provides medical, psychiatric and dental care according to policies, procedures and regulations.	15%
• Interviews and observes patients to ascertain medical history and current condition; reviews patients' records; and takes vital signs and assesses current condition and symptoms.	10%
• Performs physical examinations and testing as mandated by regulations and protocols; documents and reports test results. Then performs treatments based on test and examinations.	10%
• Observes and assesses patients' conditions and behavior; reports significant changes to supervisor or physician.	10%
• Performs administrative duties: receives and maintains logs and files a variety of reports, client charts, client interactions and other documents; documents all encounters with inmates; records nursing notes on patient charts, as required.	10%
• Serves on-call with respect to after-hours medical needs/complaints; may provide after-hours blood draws for local law enforcement agencies; keeps Detention staff and other County staff up-to-date on CPR and First Aid ; orders medical supplies that are needed for inmate care.	10%
• Performs other duties as assigned	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project research support on quality assurance projects.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes, responds to public inquiries, participates in meetings, moderates gatherings and negotiates or persuades.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Nursing

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year directly related experience.

PROFESSIONAL CREDENTIALS REQUIRED

Arizona State Board Of Nursing CNA License.

KNOWLEDGE REQUIRED

Pharmacology, hazardous materials (handling and disposal), nursing, first aid, CPR, or lifeguard procedures and first responders' protocols.

SKILLS REQUIRED

Active learning, active listening, critical thinking, persuading and influencing, troubleshooting and multi-tasking.

ABILITIES REQUIRED

Solve problem sensibly and swiftly, recognize problems, focus, read and write at college level and follow orders.

PHYSICAL DEMANDS

- Regularly stands to attend to customers.
- Constantly sits to attend to other duties.
- Occasionally lifts under 10 lbs.
- Incumbents in this position may be required to regularly bend and kneel.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in medical examination room and in a medical office environment for reporting and data entry. Incumbents in in this position may spend time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents in this position may become exposed to physical danger, bloodborne pathogens and communicable diseases.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.