

## Job Description: MEDICAL ASSISTANT

Class No.	636	Department:	Jail
Position No.	570-3730	EEOC Category:	Para. Professional
Pay Group:	16	FLSA:	Non-Exempt

### SUMMARY OF POSITION

Evaluates total health care needs of patients, develops plans to meet those needs, and arranges for or provides medical treatment to inmates.

### ORGANIZATIONAL RELATIONSHIPS

This position reports to the Medical Supervisor and Assistant Jail Administrator. This is a non-supervisory position that has regular contact with department employee, inmates and other medical personnel.

### EXAMPLES OF WORK

#### Essential Duties\*

- Responds to inmates' medical needs;
- Arranges for or provides treatment;
- Maintains security, safety procedures for inmates and staff;
- Provides health care instruction and counseling to inmates;
- Assists physicians, psychiatrists and dentists as needed;
- Processes inmates into the jail by screening and evaluating medical and mental histories as needed;
- Maintains inventory and security control of medical supplies, including drugs and narcotics;
- Fills and dispenses medicines and supervises self-administration;
- Answers inmates and staff inquires;
- Maintains the cleanliness of the work area;
- Performs clerical duties such as filing of records;
- set appointments for the inmates to see a physician, psychiatrist or dentist;
- Makes frequent observations of medical cells;
- And performs such other related duties as may be assigned.

### OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

CLASS NO. 636 (Continued)

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 20 lbs. This position may be required to lift/carry a SCBA breathing apparatus in case of emergency weighing up to 35 lbs. Work is conducted inside a jail environment with occasional exposure to hostile or violent people, bodily injury, contagious diseases, high noise areas and unfavorable fumes and odors.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** First aid techniques, pharmacology, cardiopulmonary resuscitation and the philosophy, principles and practices of general nursing.

**Skill/Ability to:** Demonstrate proficiency in both oral and written communication, work effectively with inmates and other staff members, reason and make judgments and decisions, especially in emergency situations and maintain appropriate necessary certifications.

### **ACCEPTABLE EXPERIENCE AND TRAINING AND REQUIREMENTS**

Graduation from a state-approved school of Medical Assistant is required. At least one year of experience in nursing care of patients, preferably one year of which was in public health.

This position is required to work shift work including nights and weekends.

### **CERTIFICATES AND LICENSES REQUIRED**

Graduation from High School or a General Education Development (GED) certificate is required. Must be certified as a Medical Assistant with current certificate to practice in the State of Texas and update annually. Must pass a doctor's physical and drug test.

A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:  
636-Medical Assistant**

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.