

Jefferson County Position Description

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|---------------|---------------------------|--------------------|----------------------------|
| Name: | | Department: | Health Department |
| Title: | Public Health Tech / Jail | Pay Grade: | 5 |
| | | FLSA: | |
| Date: | November 2013 | Reports To: | Health Department Director |

Purpose of Position

The purpose of this position is to provide a variety of technical public health nursing and clerical services in the Jefferson County Jail.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Schedule and assist inmates with daily sick call, documenting observations and inmate statements. Follow MD orders as given.
- Schedule chronic clinic, give and read PPDs, sick call, rounds, labwork and psychiatric visits for counselor and coordinate appointments outside of the Jail.
- Coordinate medical care between outside providers and Jail medical staff including scheduling outside appointments as ordered by MD and communicate transportation needs with Jail Shift Sergeant.
- Compile inmate list and schedule MD rounds. Assist MD during rounds, provide brief inmate update and receive and record MD orders. Fax MD medication orders to the pharmacy as appropriate.
- Set up medication sheets and medications as supplied by the Pharmacy and as available in the Jail contingency supply as needed.
- Order office medical supplies, coordinate supplier with Advanced Correctional for billing, confirm receipt of and stock supplies. Maintain storage space. Restocks exam rooms with clinic supplies. Checks vaccination supply expiration dates.
- Assist Registered Nurse with assigned tasks. Follow-up on inmate needs identified when Jail RN is not on duty and coordinate with Jail Staff and MD. Respond to Jail medical emergencies as needed.
- Participates in Continuous Quality Improvement (CQI) and Utilization Review with Jail Staff and Advanced Correctional Health
- Maintain/collect samples for DNA and properly document information as court ordered samples collected for offender file. Testify in court of law as it relates to medical care provided at the Jail.
- Performs a variety of clerical tasks. Answers and screens telephone calls. Directs calls. Takes and relays messages. Enters clinical records on computer.
- Compiles jail health program participation statistics. Photocopies and distributes documents. Sorts, files and retrieves records, files and documents.
- Maintains confidentiality as required by HIPAA.
- Participate in on-going training. Attends Department meetings, in-services and seminars.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed Practical Nurse and CPR certification with 3-5 years LPN experience. Public health experience preferred. A valid Wisconsin motor vehicle operator's license or access to transportation required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade, convince, and/or train others within a wide range of cognitive abilities, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as immunization records, patient records, computer software operating manuals, immunization manual, referral forms, communicable disease reports and forms, risk, brochures, Physicians Desk Reference, nursing journals and texts, non-routine correspondence and laws.

Ability to communicate verbally and in writing with Department personnel, Department clients, families, physicians and other community health care providers, hospital personnel, clinic personnel, nursing home personnel, social workers, nursing educators and the general public.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret graphs and basic statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving information evaluation against sensory or judgmental criteria.

Physical Requirements

Ability to operate medical diagnostic equipment and machinery requiring simple but continuous adjustments, such as oximeter, glucose testing machines, stethoscope, sphygmomanometer, otoscope, thermometer, syringe, scales and glucolet. Ability to operate computer keyboard, photocopier and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as fine motor skills in obtaining blood samples.

Ability to exert moderate physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, , physical exams, materials and ingredients.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations or extremes, toxic agents, potential violence and disease may cause discomfort but poses little risk of injury.

Jefferson 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 and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

