



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Jail Medical Officer LVN- Full Time	Opening Date: February 22, 2017	Application Deadline: Open Until Filled	Job Posting #: 17105
Department: Sheriff's Office	Starting Salary: \$42,303 - \$43,572 Annually - DOQ	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the direct supervision of the Jail Medical Supervisor, this position is responsible for evaluating the total health care needs of inmates, to include developing and implementing plans to meet those needs; provides assessments of individual and group counseling and crisis intervention counseling to inmates. Must be skilled in first-aid and cardio-pulmonary resuscitation and possess thorough knowledge of the principles and practices of general nursing. Must be skilled in human relations and possess the knowledge and ability to apply counseling theory, practices and procedures; knowledge of correctional theory and practices. Must be able to write clear and concise reports and communicate effectively with all employees, inmates, and volunteers. Must be able to maintain the confidentiality of the Medical Section and the Sheriff's Office at all times.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: **Knowledge of:** Philosophy, principles, and practices of general nursing; Current methods and best practices regarding the administration of medicines and emergency care in a corrections environment; Principles and practices of supervision of inmates, legally acceptable restraint methods, applicable laws as related to the operation of the agency, personal Computer skills and software, including Microsoft Office, proper English usage, spelling, grammar and punctuation, standard office and medical policies and equipment.

Ability to: Perform multiple tasks simultaneously in a timely and effective manner, Communicate clearly and concisely, both verbally and in writing; in person and by telephone; Understand and follow verbal and written instructions; Observe the actions of others and forecast those actions into future behaviors; Maintain a calm and confident attitude during emergency, stressful, or critical incident situations; Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Conduct business with the public and employees in a professional and courteous manner; Work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals.

MINIMUM QUALIFICATIONS: Three (3) to five (5) years prior experience in medical care and administration; or an equivalent combination of education, training and experience. High School diploma or GED; Must be licensed as an LVN, by the appropriate State of Texas agency.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

http://www.co.bastrop.tx.us/upload/page/0062/docs/SheriffsOfficeInitialApplicationRevised_112016.pdf Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: *Medical Officer-LVN*

Department: Jail

FLSA Status: Non-Exempt

Reports To: Medical Supervisor

SUMMARY: Under the direct supervision of the Medical Supervisor, this position involves evaluating total health care needs of inmates and developing and implementing plans to meet those needs. Arranges for or provides appropriate medical treatment to inmates. Provides assessment of individual and group counseling, and crisis intervention counseling to inmates. Must be skilled in first-aid and cardio-pulmonary resuscitation and possess thorough knowledge of the philosophy of the principles and practices of general nursing. Must be skilled in human relations and possess the knowledge and ability to apply counseling theory, practices and procedures; knowledge of correctional theory and practices. Must be able to write clear and concise reports, while working and communicating effectively with employees, inmates, volunteers,

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Medical Supervisor, with further direction and guidance from the Jail Lieutenant and Medical Director.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Disseminates and responds to all medical requests from inmates;
2. Treats inmates in accordance with established departmental protocols;
3. Schedules and refers inmates to see specialists when needed;
4. Collects samples for labs, checks vital signs, and treats acute medical conditions;
5. Assists with Doctor Call;
6. Orders and dispenses all medications to inmates;
7. Documents and charts all medical care in accordance with established medical practices, Departmental policies and Jail standards;
8. Assists county employees with drug screening, TB testing, and responds to medical emergencies within the Jail;

9. Provides exceptional customer service to County employees & the public, both in person and by phone;
10. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
11. Maintains confidentiality and security of all information and systems;
12. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of supervision of inmates;
- Legally acceptable restraint methods;
- Applicable laws as related to the operation of the agency;
- Personal Computer skills and software, including Microsoft Office;
- Professional Customer Service skills;
- Radio procedures;
- Proper English usage, spelling, grammar and punctuation;
- Standard office policies, procedures, and equipment;
- Bastrop County Sheriff's Office policies and procedures;
- Bastrop County Medical Division policies and procedures;

Ability to:

- Perform multiple tasks simultaneously in a timely manner;
- Communicate clearly and concisely, both verbally and in writing; in person and by telephone;
- Understand and follow verbal and written instructions;
- Observe the actions of others and forecast those actions into future behaviors;
- Maintain a calm and confident attitude during emergency, stressful, or critical incident situations;
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies;

Conduct business with the public in a professional and courteous manner;

Record, and disseminate accurate information from telephone conversations and personal contact;

Establish and maintain effective working relationships with those contacted in the course of the job;

Operate equipment required to perform essential job functions;

Work independently in the absence of supervision;

Work in a safety-conscious environment and to follow and promote good safety practices;

Handle exposure to potentially hostile individuals;

Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

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

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Restraining resisting individuals; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) to five (5) years prior experience in medical care and administration; or an equivalent combination of education, training, and experience.

Education:

High School diploma or GED;

Must be certified as an LVN by the appropriate State of Texas agency.

Licensing:

Possession of a valid Texas driver's license;

Must possess or be able to obtain a Jailers License through the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE).

Must be 18 years of age.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.