

**WALKER COUNTY
MED-ASSISTANT**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

• **SUMMARY OF POSITION:**

To provide prescribed medication to the inmates at the Walker County Jail.

• **SOURCE OF SUPERVISION**

Receives general supervision from the Jail Administrator and Licensed Doctor for Walker County.

Exercises no supervision.

• **RESPONSIBILITIES & DUTIES:**

Important responsibilities and duties may include, but are not limited to, the following:

○ *ESSENTIAL DUTIES & RESPONSIBILITIES:*

1. Provides the medications prescribed by a physician to the inmates in the Walker County Jail.
2. Provides glucose monitoring as ordered by physician.
3. Logs the information in writing once the medication is provided to the inmates.
4. Monitors and reports medication and medical supplies to jail nurse.
5. Maintains clean working environment.

○ *OTHER IMPORTANT DUTIES & RESPONSIBILITIES:*

1. Assist those contacted in the course of duty in an effective, efficient and professional manner.
2. Perform other duties as assigned.

• **REQUIRED QUALIFICATIONS:**

○ *KNOWLEDGE OF:*

Procedures and methods for passing out medications prescribed by a physician.

○ *SKILL / ABILITY TO:*

Deliver medications to inmates as prescribed by a physician.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- standing or sitting for extended periods of time
- operating assigned equipment
- lifting and carrying light materials

Effectively handle a work environment and conditions which involve:

- responding to emergency situations
- working closely with others
- irregular work hours
- exposure to body fluids

Effectively deal with personal danger which may include exposure to:

- communicable diseases
- dangerous persons

Maintain mental capacity which allows the capability of:

- exercising sound judgment and rational thinking under dangerous circumstances.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

Work with hostile individuals in a stressful environment.

- **ACCEPTABLE EXPERIENCE & TRAINING:**

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:*

- Six months of a med-aid is desirable
 - Prefer experience in a correctional atmosphere

- *TRAINING:*

- Equivalent to the completion of the twelfth grade.
 - Med-aide training

- **CERTIFICATES & LICENSES REQUIRED:**

- Possession of valid Texas driver's license
 - Basic certification for med-aide

- **WORKING CONDITIONS:**

- *ENVIRONMENTAL CONDITIONS:*

Jail environment; working closely with others; irregular working hours; exposure to body fluids; may be exposed to dangerous persons and communicable diseases.

- *PHYSICAL CONDITIONS:*

Essential and other important responsibilities and duties may require maintaining physical condition necessary for standing for prolonged periods of time; lifting and carrying moderate materials.