

COLUMBIA COUNTY
Job Description

Job Title: CERTIFIED CLINICAL MEDICAL ASSISTANT
Department: PRISON
Reports To: Lead Nurse
FLSA Status: Non -Exempt
Preparation Date: January, 2025

SUMMARY: Responsible for the health care of the prison inmates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Follows all state and local required procedures;
2. Takes patient vital signs to include height, weight, heart rate, oxygen rate, body temperature and blood pressure;
3. Performs EKG, phlebotomy and other essential laboratory procedures as necessary;
4. Administers injections, and medication ordered for patient under the scope of treating physician;
5. Checks inmates in and out upon arrival and departure. Takes medical history, updates and maintains electronic health records (EHR); prepares inmate for release and/or transfer;
6. Answering phone calls and questions;
7. Assists with arranging appointments with community physicians as ordered by staff doctors as well as coordinates appointments with corrections staff that provides transportation to the appointment;
8. Assists the staff physicians with patients. Provides assistance as required to staff physician, psychiatrist, mental health personnel or counselors;
9. Coordinates appointments with dentist and eye doctor;
10. Assists with maintaining all supplies needed by the medical department;
11. Assists in coordination of communication between kitchen staff and medical for inmate jobs;
12. Any other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or equivalent plus a Certified Clinical Medical Assistant certification.

LANGUAGE SKILLS;

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Ability to write routine reports and correspondence

MATHEMATICAL SKILLS;

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

REASONING SKILLS:

Ability to collect data and establish facts. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

This work involves walking, sitting, standing and the ability to push or pull up to 50lbs.

WORK ENVIRONMENT:

Work is performed within the County Prison mainly in an office environment. Work does involved dealing with patients where a threat of personal safety would exist.