

# KENDALL COUNTY CLASS SPECIFICATION

## CERTIFIED MEDICATION AIDE

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### GENERAL SUMMARY

Under general supervision of the Jail Administrator, the purpose of the position is to dispense medication to inmates as prescribed or needed. Responsible for receiving and signing in medications and medical supplies, taking vital signs, dressing changes etc.

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### **Duties may include but are not limited to the following:**

Prepare daily medications to be dispensed to inmates. Inventory and dispense or supervise the dispensing of medication to inmates.

Inventory, maintain and order all prescription and over-the-counter medications for inmates.

Maintain medical supplies.

Input, change or remove inmate data in Sapphire software.

Maintain clean instruments.

Review inmate medical files, scan and archive medical records electronically.

Provide training to detention officers to do med pass.

Measure vital signs.

Provide simple wound care, if needed.

Set up and monitor Faspsych visits as needed during his/her shift.

Perform other duties as may be assigned.

### EXPERIENCE AND TRAINING

Must possess high school diploma or its equivalent (GED).

### LICENSES AND CERTIFICATIONS

Must possess certification of Medication Aide or the equivalent.

Current certification in Basic Life Support.

Must possess valid Texas driver's license.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Modern office procedures and equipment.
- Computer equipment.
- Correct English usage and grammar.
- Knowledge and ability to recognize and professionally respond to adverse drug reactions to medicine.
- Knowledge of Texas Minimum Jail Standards/ Inmate medical plan requirements.

### **Ability to:**

- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Ability to work under stressful situations.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, other agencies, and inmates.
- Provide verbal direction to inmates in regard to health care.
- Must be able to follow all medical directions as prescribed by healthcare providers.
- Must adhere to Kendall County Jail SOP and Sheriff's Office Policy and Procedure Manual.
- Detect abnormal behavior and/or activity when observing inmates.
- Follow safe work practices including workplace safety policies and procedures.
- Ability to react to emergency situations and make professional assessments pertaining to the nature of the emergency.
- Ability to speak, read and write the English language is essential. Ability to speak, read and write Spanish is desirable.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders and occasionally lift up to 50 pounds.
- Operate a motor vehicle.

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Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.