

**POTTER COUNTY SHERIFF'S OFFICE**

**EMPLOYMENT OPPORTUNITIES**

**AN EQUAL OPPORTUNITY EMPLOYER**

The Potter County Sheriff's Office is in search of qualified individuals to fill the following position. If you are interested in this position and feel that you are qualified, you may apply online at <https://www.pottercountysheriff.org> or pick up an application at the Sheriff's Office located at **13103 NE 29th Amarillo, TX 79111**. Applicants will be interviewed only if they meet the necessary requirements and minimum qualifications for the position.

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**JOB TITLE: MEDICAL OFFICER SUPERVISOR**

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**DEPARTMENT: SHERIFF'S OFFICE**

**DIVISION: DETENTION CENTER**

**SUPERVISOR: ADMINISTRATION LIEUTENANT**

<b>SALARY (FLSA-nonexempt):</b>	<b>\$76,986.30</b>	<b>starting</b>
	<b>\$79,134.56</b>	<b>2 years</b>
	<b>\$81,280.35</b>	<b>4 years</b>

**JOB DESCRIPTION:**

This is a responsible medical supervisory position under direction of contract physician. Responsible for overall management of an organized medical unit consisting of RN(Registered Nurses), LVN (Licensed Vocational Nurses), and EMT-P's (Paramedics) on a 24 hour basis delivering consistent and quality healthcare to inmates in the custody of the Sheriff.

**EXAMPLES OF TASKS PERFORMED:**

1. Define, guide and direct the clinical practice of medical staff.
2. Management of medical budget, prepare for upcoming year budget and order supplies and equipment.
3. Manage Staff supervision, employee scheduling (duty, vacation, and personal leave)
4. Review work of staff.
5. Maintain, monitor and provide medical protocol per contract physician approval.
6. Maintain compliance with Texas Department of Jail Standards.
7. Monitor medical unit security in accordance with Office protocol.
8. Assist in diversions for inmates presenting mental health issues.
9. Develop medical care plans.
10. Maintain medication administration records.
11. Ability to take calls, rotate shift, work weekends as necessary or holidays as assigned to assure medical coverage.
12. Performs health assessments and screening procedures.
13. Maintains comprehensive, quality records, reports and professional correspondence.
14. Performs other duties as assigned.

## **REQUIREMENTS:**

Must be currently licensed as a Registered Nurse with the State of Texas. 2 years progressively responsible medical/surgical experience. Correctional health experience preferred. Must be able to successfully complete background investigation and oral board examination.

## **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of standards of hygiene and health core standards about contagious diseases
- Knowledge of current medical/legal issues
- Ability to function safely and effectively within a correctional environment.
- Knowledge of one-on-one counseling techniques
- Knowledge of inmate problems and behavior
- Knowledge of security procedures and techniques
- Ability to work in high stress situations
- Knowledge of professional nursing principles and techniques
- Knowledge of community resources for appropriate referrals
- Knowledge and practices of supervision and management
- Communicate effectively verbally and in writing

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.