



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Trained Medical Technician

**Department:** Detention Services

**Posting Issued:** June 2, 2023

**Posting Closing:** Until Filled

**Position Location:** Juvenile Justice Center - 380 W. Second Street, Dayton, Ohio 45422

**Job Type:** Full-time

**Salary:** \$18.00/hr.

**Shift:** 3p-11p, primarily, days vary based on scheduling need

### BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

### DISTINGUISHING JOB CHARACTERISTICS

Provides medical technical assistance and support to Registered Nurse and Physician in providing medical care to youth confined in detention facility. Performs responsibilities to relieve Registered Nurse Supervisor of routine duties, under direct medical professional supervision.

**In this position you are an At-Will employee serving at the pleasure of the Administrative Judge”**

### QUALIFICATIONS

High School Degree, GED or equivalent with EMT-B/CPR certification. Current EMT-B certification by the State of Ohio preferred; National Registry of EMT-B certification; Professional Rescuer CPR (BLS certification). First aid certification.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act Requirements. Valid driver’s license required.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

<b>CLASSIFICATION TITLE:</b> Trained Medical Technician
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<b>FLSA Status</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	Detention Services	<b>REPORTS TO</b>	Registered Nurse Supervisor
<b>Pay Grade</b>	A18	<b>WORK SCHEDULE</b>	Varies

#### DISTINGUISHING JOB CHARACTERISTICS

Provides medical technical assistance and support to the Registered Nurse and Physician in providing medical care to youth housed in the detention facility. Under the direction and review of the Registered Nurse and contract physician in accordance with standard nursing practices.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

Provides medical technical assistance and support to Registered Nurse and Physician in providing medical care to youth confined in detention facility. Performs responsibilities to relieve Registered Nurse Supervisor of routine duties, under direct medical professional supervision.

Provides assistance to professional nursing staff in examination of sick youth or those complaining of medical injuries or conditions. Takes vital signs, and administers first aid to resident youth and staff. Provides medical treatment for injuries to staff and youth under the direction of physician through standing orders or doctors notes.

Dispenses, accounts for, and administers medications under the order of prescribing physician and in accordance with medication schedule. Verifies medications and consults physician, supervisor, and/or pharmacies regarding count, side effects and other related matters as needed. Count medication upon receipt to verify number of pills received.

Completes admission screenings and forms entering data collected into the JCS system. Assesses youth and makes determinations as to whether youth should be sent to detention or hospital.

Coordinates referrals of detained youth to alternate medical treatment facilities and specialists. Schedules and coordinates Physician recommendations for follow-up care including optical, dental, surgical and other medical needs. Maintains contact with contracted Physician regarding medical issues and problems and follows, and coordinates with orders of youth's personal physicians as needed.

Maintains records pertaining to resident health and medical care. Charts pertinent medical data pertaining to youth medical conditions and treatments.

Completes Ohio Department of Youth Services forms. Maintains the integrity of all policies, procedures, and operations manual.

Writes progress notes to doctor, dentist or psychiatrist and sends information pertaining to medications.

Maintains infection control procedures throughout facility and implements medical isolation as necessary.

Completes pre-physical or discharge summaries on youth leaving facility for placement.

May be assigned to teach CPR and First Aid courses to Detention Services staff.

Responsible for receiving a minimum of 40 hours of training hours annually.

#### OTHER DUTIES AND RESPONSIBILITIES

Perform other duties as assigned.

#### SCOPE OF SUPERVISION

Youth

#### EQUIPMENT OPERATED

Thermometer; Blood Pressure Apparatus; Oxygen Tank; Glucometer; Syringes and Needles; Scales; other Nursing Instruments; medical carts; Two-Way Radio and Man-Down Unit; Room Monitoring Equipment; Computer; Telephone; Fax Machine; other General Office Equipment.

#### CONTACTS WITH OTHERS

Youth; Detention Administration, Crises Care Workers; Parents; Legal Guardians; Clergy; Interns; Law Enforcement Officers; Public Defenders; Prosecutors; Probation & Parole Officers; Judges; Magistrates; Social Workers; Counselors & Therapists; Doctors; Teachers; Intervention staff; Children Service Workers; Volunteers.

#### CONFIDENTIAL DATA

Youth hospital, mental health, Court and other medical records.

#### WORKING CONDITIONS

Good working conditions, but with exposure to communicable diseases. Exposure to STD including AIDS and other blood borne pathogens. Exposure to potentially violent juveniles

#### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee frequently stands and sits for periods of time and uses hands to hold and control medical equipment. The employee, during emergency situations, may have to traverse up and down stairs, stands for one or two hours at a time, bending, walking and running. The employee exhibits usual vision demands, with occasional attention to detail, and little or no long distance requirements. The employee may rarely have to move or lift persons of varying weights.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** basic medical terminology and procedures; emergency medical procedures; basic anatomy and physiology; diseases; health maintenance; basic psychology.

**Ability to:** assess medical situations and determine urgency for treatment; follow Physician and Registered Nurse instruction; develop and maintain effective working relationships with associates, youth, parents, health professionals and general public

**Skill in:** verbal communication; first aid; CPR; completing medical records.

#### QUALIFICATIONS

High School Degree or GED with previous medical experience. EMT-B preferred. Medical experience as medical assistant, nursing assistant, patient care technician are required.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

#### LICENSURE OR CERTIFICATION REQUIREMENTS

None required. Current EMT-B certification by the State of Ohio preferred; National Registry of EMT-B certification preferred; Professional Rescuer CPR (BLS certification preferred).

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_