



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 612.2

Job Title: **SENIOR JAIL MEDICAL SPECIALIST**

Pay Grade: 19

GENERAL SUMMARY:

Under the medical supervision of a physician, performs intake medical screening, diagnostic and therapeutic services for city jail detainees as assigned by the Jail Health Section of the Health Department. May function in an instructor capacity providing training to newly hired Jail Medical Specialists. Performs the duties of Jail Medical Specialist on an as needed basis.

RESPONSIBILITIES:

- Provides direct assistance with medical and administrative policies and procedures to new employees in support of the orientation training program for new jail health personnel.
- Performs monthly audits to assess the type and number of medical problems evaluated.
- Reports to supervisor special situations or operational difficulties requiring modifications to policies and procedures.
- May participate in the development, revision and implementation of policies and procedures to insure comfort and safety of patients.

SPECIFICATIONS:

KNOWLEDGE:

Requires successful completion of a standardized program of medical education for a patient care occupation which provides essential knowledge and clinical practice of at least: suturing, pharmacology, routine laboratory tests, complete physical assessments, therapeutic planning, emergency procedures, and follow-up actions for pre-existing illnesses.

EXPERIENCE:

Two years of experience in an emergency setting or minor medical clinic are required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Jail Medical Specialist
Senior Jail Medical Specialist
Jail Medical Specialist Supervisor

Effective: October 1990

Revised: April 1992