



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 612.4

Job Title: **JAIL MEDICAL SPECIALIST SUPERVISOR**

Pay Grade: 22

GENERAL SUMMARY:

Supervises the operations of one or more clinic facilities for the Jail Health Section of the Health Department.

RESPONSIBILITIES:

- Oversees daily performance and operation of assigned team(s) and assigned jail clinic(s); insures compliance with policies and procedures.
- Assures assigned jail clinic(s) are adequately staffed, equipped and stocked with supplies and pharmaceuticals for duration of assigned team's operation.
- Maintains current inventory of central storage supplies, equipment, and pharmaceuticals; recommends re-orders to assure sufficient quantities are available.
- Works closely with Jail Administration personnel, physician medical leadership and the EMS Administrator concerning operational matters; recommends appropriate development, revision and implementation of policies and procedures.
- Provides operational reports and statistical evaluations of prisoner and patient encounters as required.
- Instruct Cardio-Pulmonary Resuscitation to students in assigned courses.
- Oversees administrative and medical records and may represent the program during court appearances as the "Custodian of Records".
- May be called upon, with short notice, to assume duties of Jail Medical Specialist.
- Assists assigned personnel with training and information needs.

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:

Four years of experience in a jail health setting in a responsible patient care position are required.

SPECIFICATIONS: (continued)

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 could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

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 coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

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