

RIVERSIDE REGIONAL JAIL JOB DESCRIPTION

POSITION TITLE: CORRECTIONAL HEALTH ASSISTANT (CHA) **ELSA:** N **S/NS:** NS

REPORTS TO: Nurse Supervisor

GRADE: 16

PURPOSE:

This position performs a variety of duties associated with medical evaluations, emergency medical care, and treatment of inmates. The incumbent will be responsible for conducting sick calls and completing all necessary reports/medical forms, as well as taking and charting temperatures, pulses, blood pressures, respirations. Work is performed in accordance with established policy and procedures and is evaluated by the appropriate supervisor through inspections, observation, and on-the-job training. Incumbent will dispense medication once trained by the appropriate authority.

TASKS:

- Obtains a medical history and performs a complete physical assessment for new and current inmates.
- Responds to emergency calls regarding inmate injuries and illnesses.
- Assists in administering medication dosage and treatment per physician's orders.
- Performs health screenings on inmates during sick call and provides treatment in accordance with medical protocols/treatment guidelines.
- Assists Physician in treating serious illnesses or injuries.
- Completes reports and medical forms.
- Maintains and documents within logbooks and medical charts.
- Performs related medical duties as assigned including clerical functions.
- Makes rounds as assigned in medical observation areas and documents appropriate information in each inmate's record.
- Monitors for behavioral and mental status changes and makes appropriate referrals for follow-up.
- Participates in and/or conducts in-service training as required.
- This list is not intended to be all-inclusive. CHA's will be required to perform other duties or assignments as directed by the Superintendent, Doctor, Medical Services Director, and/or Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of common medical practices, procedures, and techniques associated with standard patient assessments; general knowledge of the preliminary diagnosis of medical problems, related treatment and first aid; ability to apply therapeutic treatments as prescribed; ability to understand and work with inmate patients; ability to follow technical, oral, and written instructions in exact detail; ability to maintain accurate records, and the ability to act and think quickly in medical, fire and other emergency situations. Ability to handle confidential and/or sensitive material and information; and to maintain a professional working relationship with other employees, jurisdictions, detainees, and the public.

EDUCATION and EXPERIENCE:

Must possess a high school diploma or G.E.D. certificate. Incumbent must be a current Certified Medical Assistant, Emergency Medical Technician (EMT), or Military Corpsman/Medic with at least two- (2) years of experience working with a medical treatment facility or emergency response unit in a public, private, or military organization.

EQUIPMENT OPERATED:

Oxygen tank, blood pressure equipment, microscope, security equipment, computer/printer, and general medical equipment used in physical examination or emergency treatment for injuries/illnesses.

WORKING CONDITIONS:

Work involves some degree of risk to personal safety in an inherently stressful environment.

SPECIAL REQUIREMENT:

Possess a valid VA Driver's License. Must maintain a telephone in residence for emergency contact. May require working irregular hours and holidays. Incumbent must not have been convicted of, or pleaded guilty or no contest to, a felony or any offense that would be a felony if committed in Virginia. Must be a citizen of the United States. Must be 18-years of age or older.

MANAGEMENT:

All employees of the Riverside Regional Jail are responsible for following direction provided by or instructions given by the Regional Jail Authority, the Superintendent and the Assistant Superintendent. Direction may be provided directly or indirectly passed through the Chain of Command.