



## MEDICAL SERVICES COORDINATOR

**Department:** Juvenile Court

**Job Class #:** 330800

**Pay Range:** General 24

**FLSA:** Non-Exempt

**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

This is office coordination and skilled practical nursing work for Pierce County. An employee occupying a position of this class is responsible for providing a variety of practical nursing services to juveniles detained at Remann Hall. Work includes making assessments on new admissions; ordering, preparing and administering medications; assisting in emergency treatment of injured or ill juveniles; observing, recording and reporting on the general condition of patients; and advising juveniles, parents and staff on health related issues. Work involves coordination of medical services with other staff personnel, local hospitals and health care facilities, and private physicians. Provides supervision over volunteers and employees on assignment to the medical/dental services unit. Work involves a variety of duties requiring process and methods ranging from medical record keeping to general health care and crises intervention. Decisions regarding what needs to be done typically includes the proper handling of juveniles with regard to health, emotional or behavioral problems; liaison with staff, local health care facilities, and former members; and the development of operating procedures and standards to meet unusual circumstances. Guidelines are available in the form of well-defined oral instructions from physicians, and the standard operating procedures of Juvenile Court. An incumbent exercises independent judgment in adapting existing policies and precedents to specific situations within the range of general health care.

### **TYPICAL DUTIES/RESPONSIBILITIES**

- Coordinate the day to day operation of the medical/dental services with Juvenile Court staff, health care providers, local hospitals, clinics, and other related agencies.
- Under the direction of a physician, provides practical nursing services in caring for juveniles requiring medical aid; performs preliminary physical examinations; obtains medical histories; provides emergency first aid care as required.
- Observe and record the physical and mental condition of patients, noting physical and/or behavioral changes, the effects of drugs and incidents such as injuries, illness and/or symptoms which may indicate a change in condition.
- Perform pregnancy detection testing; arranges for dental and medical care as required.
- Record and administer medications such as anti-seizure medications, immunizations, vitamins and antibiotics using a variety of methods such as topical, oral, intra-muscular, and subcutaneous as directed by a physician.
- Supervise, train and schedule work to volunteers and staff assigned to the Medical/Dental Services Unit.
- Develop, revise, and implement medical services policies and procedures.
- Establish standard operating procedures for all medical and safety related areas.
- Respond to questions regarding the care of juveniles including endurance of established protocol and procedures are being followed.
- Maintain inventory of pharmacy and requisitions supplies and equipment; establishes security measures to prevent loss or theft of drugs and supplies.
- Maintain medical records, files and incident data.
- Take samples of blood, urine, and sputum for laboratory tests; instructs patients on giving specimens.

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- Prepare monthly records.
- Care for and counsels patients; provides for safety, comfort and protection of patients; responds to patient's needs; encourages healthy mental attitudes and new behavior patterns.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Develop, prepare, implement and monitor budget expenditures.
- Help arrange transports of medical patients to other facilities; notify families of ill or injured youth.
- Attend department meetings, various task force or committee meetings regarding youth and health care.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Lift and carry up to 20 lbs.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the direction of Juvenile Court Manager of Detention and Facilities and is reviewed periodically for compliance with governing laws and regulations, fulfillment of program objectives, and quality of services provided. The Medical Services Coordinator has full supervisory responsibility of assigned personnel.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Medical Services Coordinator work in the confined indoor space of a maximum security juvenile detention facility. There may be constant exposure to hazardous chemicals, hazardous waste, bio-hazardous material, pharmaceuticals, infectious diseases and in-person contact with inmates. Attendance at meetings outside of normal work hours may be required. Work schedules include shift work, holidays, overtime and weekends and may require reporting to work in the event of emergency.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical and mental demands include ability to perform tasks involved in operating common office and medical equipment; walk; climb stairs; sit and stand for long periods of time; manual dexterity to include bending, stooping, pushing, pulling and reaching; digital dexterity; talking; seeing; hearing; reasoning and analyzing

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complex information. Travel to meeting locations may be required.

**SKILLS, KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Considerable knowledge of the principles, practices and techniques of practical nursing.
- Health laws and regulations and of their application to Juvenile Court.
- The physical and mental effects caused by the use of drugs, alcohol and other controlled substances.
- The specialized behavioral, emotional and physical problems of juvenile offenders.
- Principles and practices of effective supervision.

**Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- The use and care of medical and related equipment.

**Ability to:**

- Understand and carry-out technical, medical instructions in an efficient and timely manner.
- Understand and follow written and verbal instructions.
- Provide practical nursing care to juvenile offenders.
- Plan, supervise and evaluate work of subordinates.
- Observe, record and report medical data accurately and concisely.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Establish and maintain effective working relationships with staff, other agencies, juvenile offenders and the general public.
- Meet physical demands required, including extensive walking, standing and lifting and possible physical confrontations with abusive patients.
- Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- The travel requirements of the position, if any.

**RECRUITING REQUIREMENTS**

Four years of experience in pediatrics or adolescent child care in a hospital, school or other treatment facility including two or more years' experience in a lead or clinic coordinator capacity. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute on a year for year basis for the recruitment requirements. Possession of a valid license as a Practical Nurse in the State of Washington.

Ability to successfully complete a polygraph examination, all required background investigations including submission of fingerprints.

**Special:**

- Must possess, or be able to obtain, a valid Washington State driver's license.
- Must possess a valid certificate of First Aid instruction.
- Incumbents are subject to 24-hour on-call availability.

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- Work is performed primarily within the Juvenile Court facility. However, some traveling may be required in the course of attending meetings or trainings.
- An incumbent has frequent contact with juveniles who may be hostile and physically volatile.
- Extensive walking, standing and bending is required in the normal course of traveling and performing daily tasks.