



CAREER OPPORTUNITY

Job Title: Jail Medical Assistant/Full-time
Department: Sheriff/Jail
Reports To: Infirmary Nurse
Location: 405 Randle, Edwardsville, IL 62025
Starting Salary: \$21.37 (Grade 8)
Hours of Work: Monday through Friday 9a.m. – 5p.m. (POSSIBLE FLEX 6A-2P or 7A-3P)
(weekend and evening shift monthly rotation)
Closing Date: Until filled

QUALIFICATIONS

- Certified Medical Assistant, Clinical Medical Assistant and/or Certified Nurse Assistant with current secondary training.
- Madison County, IL residency requirements must be met within 6 months of hire.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Measures and performs vital signs.
- Educates and provides instructions to patients.
- Provides minor wound care.
- Administers medication to patients.
- Assists in medication record keeping and ordering of stock medications.
- Assists in setting up for doctor's sick call and addressing the doctor's needs during sick call.
- Utilizes excellent judgment skills and well-defined assessment skills in the ability to recognize true medical problems, conditions and emergencies.
- Performs clerical duties such as answering phones, preparing and breaking down medical files, scanning of files.
- Performs other duties as required or assigned which are reasonably within the scope of the duties above.

Qualified individuals please submit resume and applications to:

Jaimie Linton, Madison County Sheriff's Department, 405 Randle, Edwardsville, IL 62025, - or jmlinton@madisoncountyil.gov

Visit https://cms4files.revize.com/madisoncountyilus/document_center/Sheriff/Sherrif%20Application%20Fillable%20230118.pdf for an application.