



Tommy Ford
Sheriff

BAY COUNTY SHERIFF'S OFFICE

JAIL FACILITY

5700 Star Lane, Panama City, Florida 32404

Jail: (850) 785-5245 Fax: (850) 769-7376



POSITION VACANCY ANNOUNCEMENT

POSITION: Medical Technician (Paramedic or Emergency Medical Technician)

POSITION VACANCY

The Bay County Sheriff's Office Jail Facility is currently accepting letters of interest for contract part-time Medical Technicians that are Paramedic or EMT certified. Work location will be in the Bay County Sheriff's Office Jail Facility, 5700 Star Lane, Panama City FL. The base compensation for this position is \$20.00 per hour.

ILLUSTRATIVE DUTIES

The successful applicant should be able to perform ALL of the following functions at a pace and level or performance consistent with the actual job performance requirements.

Assess inmates and implement advanced needed medical treatment. Able to perform cardiopulmonary resuscitation and obstructed airway techniques. Dress and bandage wounds; immobilize bone and joint injuries. Provide oxygen therapy; insert nasal, oral and endotracheal airway and suction devices. Conduct peripheral venipuncture to administer intravenous infusion of solutions and collect blood samples. Monitor, record and report vital signs and patient's condition as needed, contact doctors, supervisors, hospitals and other entities by phone or radio. Utilize emergency medical techniques to move, lift, carry and convey patients out of housing and other areas and into emergency vehicles. Inspect the medical unit and treatment areas for items that could be used as contraband by inmates; securely store supplies and equipment or verify their safe disposal. Maintain control of medication and medical supplies or equipment; inventory as required by established procedures. Document and report activities in accordance with established procedures to include medical file documentation. Maintain the facility and equipment in a safe and sanitary manner at all times. Maintain absolute security and confidentiality of all medical records. Observe and record inmate behavior. Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports, and logs, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced on the shifts; properly processes all reports and documents in a timely manner. Communicate effectively and coherently to staff, inmates, and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. Read, analyze, comprehend, and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs. Coordinate the movement of inmates to and from different areas for medical treatment. Reliably and repetitively identify inmates by visual means. Take appropriate action to prevent or diffuse potentially disruptive situations. Visually inspect unclothed inmates including body cavities, with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons. Establish and maintain effective working relations with others and handle difficult interpersonal contacts. Define problems, collect data, establish facts and draw valid conclusions. Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations. Interpret an extensive variety of medical and technical instructions in the form of

handwritten text, correspondence, policies, regulations, procedures, reports, directions for forms completion and other simple or complex documents. Remain alert at all times and react quickly, efficiently and calmly in emergencies and other high stress situations.

NOTE: These are illustrative duties. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

(1) Graduation from high school or GED. (2) **Licensed** as a Paramedic or Emergency Medical Technician in the State of Florida. (3) A valid Florida driver's license. (4) Clean criminal background.

RESPONSE

Individuals interested in this position are **required** submit a letter of interest, a photocopy of their driver's license, medical license, and social security card to the Personnel Section, 5700 Star Lane, Panama City, FL 32404. Those individuals with applications on file must update and resubmit. Additional inquiries can be made to the Personnel Section, at **(850) 215-5599 or 215-5097**.

**THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE**