

CITY OF TAFT

CLASS TITLE: CORRECTIONAL HEALTH CARE ASSISTANT

Salary Range 36.4

BASIC FUNCTION:

\$1549 – \$1882 Bi-weekly

This position provides administrative support and clerical services related to inmate health care and allied functions in the Taft Modified Community Correctional Facility (MCCF). This position assists with the coordination and scheduling of all inmate health care related services and must work collaboratively with appropriate state and local officials, California Correctional Health Care Services (CCHCS) and California Department of Corrections and Rehabilitation (CDCR), Corrections Staff, Westside Health Care District, Physicians, Dentists and other health care providers.

The incumbent is expected to demonstrate competence while working as a team member and exercise independent judgment in a variety of confidential and sensitive areas, including HIPPA compliance and performs other job related work as required. The Medical Unit of the Taft MCCF is available to the inmates/patients on a 24 hour basis, 365 days a year. This position typically works the business hours of the MCCF Monday-Friday but may vary to meet the demands of the unit including weekends and holidays.

REPORTS TO:

Correctional Health Care Administrator

SUPERVISES:

None

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Support physician, mid-level providers, nurses and other health care providers to enable professional patient care and the required documentation that supports patient care activities
- Communicating with Wasco State Prison and CCHCS health care staff on patient-inmate status', scheduling of outpatient/specialty appointments
- Coordinating with CDCR Counselors for transportation required for inmates
- Coordinating behavioral health and psychiatric evaluation appointments for paroles
- Coordinates coverage and inmate care with Dental and other Inmate Health Care providers
- Track and monitor pertinent activities as to be compliant with State regulations (e.g. weekly monitor logs, monthly monitor logs, daily monitor logs)
- Scheduling of daily clinic appointments
- Daily monitoring of patient charts for accuracy and compliance
- Scheduling laboratory orders; monitor and processing of laboratory results, includes the laboratory log
- Collecting and logging of 602's- Health Care Appeals and forwarding to appropriate personnel for completion/resolution

- Processing of all Health Records requests and monitoring the Release of Information Log
- Maintain a variety of work related files and records
- Prepare, process, and file a variety of reports and correspondence
- Assists with the inventory, ordering and stocking of all health care related equipment and supplies including pharmaceuticals and over the counter medications
- May schedule inspections and servicing of all medical, dental and health care related equipment
- Handle requests for information and data and prepare written responses to routine inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Prepare agendas for meetings and record, compile, transcribe and distribute minutes of meetings
- Open, sort and distribute incoming correspondence
- Maintain office supply inventories and coordinate maintenance of office equipment
- Participates in Quality Management and Emergency Response Program
- Monitors and tracks continuing education/training for health care staff
- Work independently and carry out a variety of critical and time sensitive projects without detailed instructions
- Answer, screen and transfer inbound phone calls
- Perform a variety of clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system and retrieve documents from filing system

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, and other needed specialized software applications, internet and electronic communication usage and methods
- Clerical and administrative procedures in a medical facility and systems such as filing and recordkeeping
- Principles and practices of basic office management
- Medical and health care terminology

Ability to:

- Read, interpret and apply laws, codes, and regulations related to inmate health care
- Develop and write clear and concise reports
- Communicate effectively orally and in writing
- Work with and control sensitive and confidential information.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.

- Reason, communicate, and persuade clearly, concisely, and effectively through speech, written reports, and graphic illustrations.
- Work effectively with staff, and inmates in satisfactory solution of health programs.
- Maintain accuracy and attention to detail when completing multiple assignment
- Work under pressure and adjust to a diverse working environment
- Function effectively in an emergency situation
- Practice universal precautions
- Work autonomously and in collaboration with other health professionals.
- Establish and maintain cooperative relations with other agencies and health care providers
- Analyze situations accurately and effectively resolve issues

DESIRED MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

EDUCATION AND EXPERIENCE:

High School diploma or its equivalent, additional course work or a degree in a medical or health care related field is highly desirable

Bilingual Certification Preferred

Must possess and maintain a valid California Driver's License

Must obtain and maintain security clearance with the facility throughout employment

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in a secure healthcare unit inside the Taft Modified Community Correctional Facility.

While performing the duties of this job, the employee is required to stand or sit; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Must be able to see, talk with and hear inmates and other employees. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Frequent walking throughout the facility; to include walking up and down the stairs.