

MEDICAL ADMINISTRATOR

Terrebonne Parish Criminal Justice Complex



SUMMARY

Oversee the daily operation of the Medical Department. Formulate policy relative to daily sick call, treatments, consultations, referrals, and the distribution and documentation of medications. Develop guidelines for referring inmates to support facilities. Oversee permanent transfer of inmates.

JOB OVERVIEW

Starting Pay

\$62,941 - \$80,829 per year

Schedule

Monday - Friday

Must be available for 24/7 call.

Shift

6 a.m. - 2 p.m.

LOCATION

Criminal Justice Complex

REPORTS TO

Medical Director

WORK ENVIRONMENT

- Interact with members of the public, including friends and relatives of inmates within the scope of laws pertaining to medical confidentiality
- In a facility near medications, medical waste, and contaminants

EMERGENCY EVENTS

May be required to work during emergency events.

ESSENTIAL FUNCTIONS

1. Assist medical director by aiding in administrative duties and activities; preparing correspondence; preparing various departmental reports; and recommending special programs, housing, etc. for inmates with specified chronic or documented medical needs.
2. Assist with the health care needs of inmates, and act as custodian of all inmate medical files.
3. Oversee the daily work functions of the Medical Department and the activities of all medical professionals.
4. Conduct various managerial roles for medical staff, such as arranging work schedules, ensuring proper training and continued education, interviewing and recommending new employee candidates, and conducting annual job performance evaluations.
5. Manage considerations for inmates with medical conditions/diseases, including advising classification officer of inmate requirements and expediting DOC inmate transfers when necessary.
6. Represent the medical director, TPCG, and the Medical Department in state and federal court proceedings when necessary.
7. Create and maintain policies for bloodborne/airborne pathogens, and ensure D.E.Q. guidelines are followed relative to the disposal of chemical waste, sharps, and contaminated medical waste.
8. Manage Radiology Department by ordering supplies, assuring continuation of preventative maintenance contracts, and performing all radiological procedures (if licensed in the State of Louisiana).
9. Interact with Internal Investigations Officers by providing medical information through written correspondence when presented with evidence of civil suit action initiated by an inmate.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Possess computer and communication skills.
2. Knowledge of Louisiana jail standards as they pertain to health care for inmates is beneficial.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor degree or health care professional licensing within the State of Louisiana, current and in good standing.
2. Minimum of five years of experience working in Medical Administration.
3. Minimum of five years of experience having direct supervision of eight or more employees.
4. Previous health care experience working directly with patients.



Questions? No problem! Email us at
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