



**Job Code:** 2067  
**Grade:** 17  
**HCWR:** N

**Job Title**  
Correctional Medical Technician V

**Department**  
Cermak Health Services

**Job Summary**

Supervises and directs the daily assignments and schedules of Correctional Medical Technicians (CMTs) and Emergency Response Technicians (ERTs). Supervise the on-the-job training of staff CMTs and ERTs. Observes and identifies operational performance, addresses problems and concerns of employees and recommends solutions as well as evaluating the staff. Conducts rounds and may assume primary responsibility for all related activities, staff and services relative to a particular shift(s), division(s) or other designated area(s).

**Typical Duties**

- Provides daily on-the-job supervision to CMTs and ERTs. Provides a wide range of professional and technical advice and guidance as necessary.
- Prepares daily assignments and scheduled for CMTs and ERTs. Reviews daily and submits corrected Kronos reports daily. Observes and evaluates job performance of staff according to prescribed procedures. Ensures that policies are understood and carried out. Disciplines employees for violation of Cermak Health Services, CCDOC, and Cook County rules and regulations.
- Conducts Divisional rounds and conducts on-site inspections to assess status of operations, equipment and supplies. Ensures discrepancies are corrected, notifies CMT Director of problems or issues that require his/her attention, and recommends solutions for them. Completes area inspection reports and submits them to the Director of the CMT services. Directs staff to maintain neat/clean sick call areas.
- Counsels employees and provides documentation of exemplary or unsatisfactory work performance in a timely manner at time of occurrence.
- Follows progressive disciplinary procedure and takes appropriate action according to guidelines and in consultation with the Director of CMTs or designee.
- Provides direct and indirect patient care and life saving procedures which may include the following: advanced cardiac life support (ACLS) including endotracheal intubation, administration of emergency cardiac defibrillation and venous catheter placement. Operates various invasive and noninvasive medical equipment including telemetry, laryngoscope, endotracheal tube, nasal cannula and mask-type oxygen delivery systems, as well as intravenous fluid administration, electrocardiogram (EKG) machine, nasogastric (NG) tube placement. Ensures medication passage to all detainees/patients, reports and documents refusals or omissions.
- Participates in interdepartmental and interdisciplinary meetings relative to various aspects of the Cermak Health Services operations.
- Determines the appropriate minimum quantity of supplies and equipment for each division, to ensure that adequate supplies are always available, initiate proper work order or supply requisition to address malfunctioning equipment and/or inadequate supply levels.
- Coordinates and monitors the provision of preventative maintenance to Cermak's ambulance and medical transportation vehicles. Drives and staffs emergency vehicles as necessary.



### **Typical Duties**

- Transports sick and injured patients to required health care areas by wheelchair, stairchair, gurney and medicare/ambulance.
- Performs various administrative functions as directed by the CMT Director; assists in preparing staffing and budgetary analysis, performance reports, disciplinary action, assists in the planning of operations and formation of policy. May represent the CMT Director at CHS meetings/committees.
- May act as a first responder to emergency medical requests within the Cook County Department of Corrections Complex.
- Issues, collects, and reviews the health care request form daily. Evaluates the detainees and renders treatment or refers for secondary assessment.

### **Minimum Qualifications**

- Graduation from high school or possession of General Education Development test certificate.
- Must possess a valid Illinois driver's license.
- Current certification, in the State of Illinois, as an Emergency Medical Technician-Paramedic (EMT-P).
- Current Cardiopulmonary Resuscitation (CPR) Card
- Three (3) years prior work experience providing emergency medical care, preferably including some supervisory responsibilities.

### **Preferred Qualifications**

- NA

### **Knowledge, Skills, Abilities and Other Characteristics**

- Thorough knowledge of medical terminology, pharmacology, and related abbreviations that pertain to emergency medical procedures
- Ability to supervise and direct the daily assignments and schedules of Correctional Medical Technicians and Emergency Response Technicians.
- Ability to educate lower level technicians in the approved practices and procedures that are being used by Cermak Health Services.
- Ability to address personnel problems including disciplining, evaluating, scheduling, instructing, and training of employees.
- Ability to use common sense and good judgement to make timely and accurate decisions. . Ability to work in an institutional/correctional setting and function effectively in a confined environment.
- Ability to work effectively in a tense, stressful work setting.
- Ability to communicate effectively with security personnel, medical personnel, inmates and detainees and other staff.
- Ability to assess patient's condition in an emergency situation and provide appropriate medical treatment.
- Skill in the use and maintenance of emergency medical equipment. Ability to follow medical instructions and procedures.



**Knowledge, Skills, Abilities and Other Characteristics**

- Skill in the operation of an ambulance and related equipment.
- This position occasionally requires various types of physical exertion, including, but not limited to lifting, pulling, pushing, and moving objects of moderate to heavy weight.
- The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**