

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2068
Grade: 16
FLSA: Non-Exempt

Standard Job Description

Job Title
Emergency Response Technician

Department
TB/STD/Infection Control

Job Summary

As a first responder to emergencies in accordance with protocols, within the Cook County Department of Corrections (CCDOC)/Criminal Courts Building Complex, and the Department of Community Supervision and Intervention (DSCI). Responds to emergencies and outbreaks in accordance with prescribed. Uses technical skills to assess, triage, intervention, and educate for infectious disease clinics, occupational exposure, and clustering of disease. Assist the department with quality improvement efforts and surveillance of microorganisms. Verifies and accurately reports clinical findings and outcomes to physician, physician assistant (PA), or registered nurse (RN). Maintain surveillance for transmission based isolation precautions and timely reporting of infectious and communicable diseases. Perform phlebotomy and other necessary screenings as required for infectious diseases, annual health maintenance, and employee health programming. Perform sterilization, spore testing, and maintenance of clinical equipment as required. Maintain accurate record keeping and documentation via software programs and the electronic medical record (EMR). Strictly adheres to departmental and system policies, confidentiality, and HIPPA.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Assists in emergency medical care and evaluation of detainees
- Provide surveillance of transmission based precautions as directed
- Assist the department with quality improvement efforts and surveillance of microorganisms
- Obtains specimens, performs serology, and delivers records to the Clinical Laboratory and various places compound-wide
- Provide assistance with investigation and follow-up of occupational injury and illness
- Perform screening/surveillance of detainees during Annual Health Maintenance (AHM), transmission based isolation precautions, and outbreaks/surge by completing the Medical Intake Record, the electronic medical record, and assessment tools for the purpose of obtaining relevant medical information
- Assist with the completion of required public health reporting as directed
- Creates and updates spreadsheets to maintain various data using Microsoft Excel
- Perform sterilization and spore testing on various medical equipment via autoclave
- Perform phlebotomy and other screenings and vaccinations under supervision
- Serve as a resource and assist in the orientation of new employees, existing staff, and detainees on related health topics
- Perform rounds to observe detainees for potential healthcare needs, intervene, and communicate

Typical Duties continued

- Maintains a clean and sanitary environment for detainees and staff by cleaning/organizing exam rooms, inspecting equipment, and restocking supplies
- Transports sick and injured detainees to required health care areas by wheelchair, stair chair, gurney, medi-car, or ambulance
- Input data and reports using various software programs such as Excel, I-NEDDS, EMR, and Cerner
- Assumes responsibility for completing twelve (12) hours of education annually, participating in continuing medical education, and in-service training sessions
- Maintains strict adherence to confidentiality, HIPPA, and state and federal regulations
- Presents a professional appearance in attitude, dress, communication and grooming.
- Demonstrates accountability through maintenance and compliance with CPR/ACLS, License, mandatory certification programs for Fire and Safety, Infection Control, annual Employee Health screenings and vaccinations, and other mandatory offerings
- Complies with exiting (CCDOC), (CCHHS), and (DSCI) departmental and facility policies and procedures
- Other duties as assigned

Reporting Relationships

Reports to the Nurse Coordinator II

Minimum Qualifications

- High School Diploma or GED
- Must be 21 years of age at time of application filing
- Must possess a valid Illinois driver's license
- Must possess a current CPR and ACLS certificate
- Must be licensed as an Emergency Medical Technician-Paramedic in the State of Illinois
- Two (2) years full-time work experience as an emergency medical technician or providing emergency medical care, required
- Competency in phlebotomy
- Proficiency in Microsoft Excel
- Experience in sterilization practices

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of basic infection control and body fluid exposure
- Knowledge of medical terminology, pharmacology, and related abbreviations that pertain to emergency medical procedures
- Knowledge of applications used in Cerner, Power Chart, I-NEDDS, email
- Must possess strong competency in phlebotomy and screening for infectious diseases
- Must possess strong competency in Microsoft Excel for spreadsheets
- Must possess knowledge, skills and ability in the emergency care of patients, commensurate with those required of persons possessing ERT & ACLS/CPR Certification
- Must possess knowledge of basic infection control
- Ability to work in an institutional/correctional setting and function effectively in a confined environment
- Ability to work effectively in a tense and stressful work environment
- Ability to communicate objectively and work well with detainees and staff
- Ability to keep accurate records and prepare reports as required by department

