

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CORRECTIONS MEDICAL OFFICER

JOB DESCRIPTION

Employees in this job oversee and participate in custody and security activities, and under the direction of nursing personnel, the delivery of routine medical care to prisoners at correctional medical facilities.

There are two classifications in this job.

Position Code Title - Corrections Medical Officer-E

Corrections Medical Officer 8

This is the entry level. The employee is required to successfully complete the approved training program. Upon successful completion of the training, the probationary Corrections Medical Officer will receive additional training in providing routine and/or specialized medical care and complete the probationary period at an assigned correctional facility. The employee oversees and participates in the custody, security, and treatment of prisoners and delivers routine medical care while learning and developing the interpersonal techniques and skills required for the delivery of medical care.

Corrections Medical Officer E9

This is the experienced level. The employee oversees and participates in the custody, security, and treatment of prisoners and delivers routine medical care. The employee uses independent judgment in making decisions requiring interpretation and application of departmental guidelines to specific situations.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Observes prisoners' activities to detect unusual or prohibited behavior that might be a threat to the security of the facility or the safety of prisoners, employees, or visitors.

Counts prisoners under his or her jurisdiction several times during the shift and transmits the information to the control center.

Conducts thorough searches of prisoners, visitors, employees, mail, packages, cellblocks, and other structures for such prohibited items as critical tools, weapons, drugs, or other contraband.

Responds quickly to calls for assistance from other areas of the prison as directed by the control center or command officer. Assists in controlling disturbances and isolating instigators.

Observes "critical incidents" such as assaults on employees or prisoners, prisoner strikes, or other situations threatening to the security of the facility and prepares written reports.

Attempts to modify prisoners' attitudes and behavior through one-to-one or group interaction.

Assists in providing general medical, psychiatric and/or surgical nursing to prisoners.

Dispenses medications and drugs under the supervision of medical staff.

Provides emergency medical care.

Assists the medical staff in general physical examinations, ward rounds, and treatments.

Keeps accurate nursing notes.

Screens sick calls and provides treatment or referral to physicians.

Prepares written records and reports related to the work.

May supervise the serving of meals.

May perform laboratory procedures as directed by nursing staff or physicians.

May perform duties of an ambulance attendant or driver.

Explains work instructions and trains lower-level employees.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level and considerable knowledge is required at the experienced level.

Knowledge of first aid and routine medical procedures.

Knowledge of standards of hygiene and health care standards about contagious diseases.

Knowledge of one-to-one and group counseling techniques.

Knowledge of prisoners' problems and behavior.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of the various sub-cultures of assigned prisoners.

Knowledge of security procedures and techniques.

Knowledge of the techniques of self-defense, disturbance control, and the detection of weapons and contraband.

Skill in the use of firearms and fire fighting equipment.

Ability to learn and apply facility and Department of Corrections' policies, procedures, rules, and regulations.

Ability to acquire and apply skill in the use of self-defense and other procedures for dealing with violent or abusive prisoners.

Ability to learn and perform routine medical procedures.

Ability to communicate effectively.

Ability to successfully complete in-service education and training programs.

Ability to divert violence or ease tension through persuasion and understanding rather than use of force.

Ability to be a positive role model to the prisoner population.

Working Conditions

The jobs require an employee to work in high stress situations.

The work is performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life threatening injury.

Some jobs require an employee to be exposed to hazardous work environments.

An employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require an employee to have the ability to meet the physical requirements of the work which includes the performance of strenuous tasks requiring muscular strength and coordination and cardiovascular endurance.

The job duties require an employee to have skill in the use of self-defense methods.

The job duties require an employee to work in an environment with various degrees of discomfort.

The job duties require an employee to wear and operate respiratory protection devices.

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

Education

Completion of 15 semester (23 term) credits in one or a combination of the following: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

Experience

Corrections Medical Officer 8

No specific type or amount is required.

Corrections Medical Officer E9

One year of experience equivalent to a Corrections Medical Officer 8 or a Corrections Officer 8.

Alternate Education and Experience

Corrections Medical Officer 8

Completion of basic training and two years of military service, along with 15 semester/23 term college credits leading toward a degree in any major obtained through an accredited college or their Joint Services Transcript (JST). If the service member is no longer serving, they must present proof of being honorably discharged.

OR

Completion of a recognized corrections training program in another state jurisdiction, federal jurisdiction, or private corrections institution housing state or federal prisoners, completion of at least two years of full-time corrections officer work experience, and currently employed satisfactorily in a corrections officer position, or have left corrections officer employment in satisfactory status.

OR

Possession of 30 semester/45 term college credits leading toward a degree in any major.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who are found unsuitable for employment as a Corrections Medical Officer based on a background investigation of the individual.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

An applicant must be at least eighteen (18) years of age at time of employment as a Corrections Medical Officer.

An applicant must pass a post-job-offer medical examination, drug screen, and physical fitness test.

A new hire must finish an approved eight-week corrections officer training program, followed by eight weeks of on-the-job training. Successful completion of the training program, annual training, and continuing certification as a Corrections Medical Officer are required to remain employed.

An employee has up to 24 months after date of hire to satisfy the education requirement by completing the necessary college credits for either the primary education or an alternate education option. An employee will not advance to the E9 level in the position until satisfactory completion of the education requirement. Completion of the education requirement is required to remain employed.

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CORRMEDOR

Job Code Description

CORRECTIONS MEDICAL OFFICER

Position Title

Corrections Medical Officer-E

Position Code

CRMEDOFE

Pay Schedule

C12-001

SC

04/05/2020