

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**CORRECTIONS MEDICAL UNIT OFFICER**

**JOB DESCRIPTION**

Employees in this job serve as medical officers assigned to a health care unit in a state correctional facility.

There is one classification in this job.

**Position Code Title - Corrections Medical Unit Ofr-E**

**Corrections Medical Unit Officer E10**

This is the experienced level. The employee oversees the activities of prisoners to ensure proper custody and security practices and procedures are met and provides direct therapeutic intervention or specialized health care to prisoners. Independent judgment is used in making decisions requiring interpretation and application of departmental guidelines to specific situations.

**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.

Provides for health care unit safety and security by assuring that department, bureau, and unit policies are followed.

Assists in providing general psychiatric and/or medical health care to prisoners, including measurement of vital signs and observation for abnormalities; reports observations to charge nurse and documents observations as appropriate.

Assists in maintaining a therapeutic atmosphere; contributes to the implementation of treatment plans and/or unit goals; participates in treatment team meetings, group therapy meetings, community meetings, and other meetings or recreational activities as directed; remains responsive to individual patient needs at all times.

Supervises patients in daily personal hygiene functions and assists with their physical needs.

Delivers prescribed medication to prisoners.

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

Observes prisoners' activities to detect unusual or prohibited behavior, which 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.

Maintains housekeeping and sanitary standards; assures necessary supplies and equipment are maintained at appropriate levels and are utilized in accordance with safe practices.

Controls entry and exit from the health care unit; identifies employees, visitors and law enforcement personnel entering the unit; escorts and monitors visitors while in the facility.

Assures that security systems, fire fighting equipment, fire detection systems and other equipment in the facility are in operating condition.

Observes and appropriately responds to such "critical incidents" as assaults on employees or prisoners, prisoner disturbances, or other situations threatening to the security of the facility. At times, the use of firearms may be required.

Assists with the orientation of new employees assigned to the unit and shift and in the on-the-job training program for corrections medical aides.

Identifies physical plant problems or concerns if related to unit safety and security. Refers problems to immediate supervisor for corrective action.

Transports prisoners to various locations outside the institution such as courts, medical centers or other correctional facilities, ensuring that all security procedures are followed.

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

Responds immediately to calls for assistance as directed by the control center or command officers; assists in controlling disturbances and isolating instigators.

Attempts to obtain prisoners' compliance with facility rules and regulations. Writes Disciplinary Actions (tickets) on prisoners for infraction of rules.

Ensures confidentiality and documents accurate observations in prisoner/patient records.

Oversees, coordinates, directs and monitors the methods and techniques for processing materials and supplies required by medical, nursing and paramedical personnel.

Maintains housekeeping and sanitary standards; assures necessary supplies and equipment are maintained at appropriate levels and are utilized in accordance with safe practices.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of procedures for maintaining security.

Considerable knowledge of first aid and routine health care procedures.

Considerable knowledge of psychiatric intervention and of both one-to-one and group counseling techniques.

Considerable knowledge of prisoner problems and behavior.

Considerable knowledge of departmental rules, regulations, policies, and procedures.

Considerable knowledge of the various sub-cultures of assigned prisoners.

Some knowledge of accident prevention.

Ability to counsel prisoners on a one-to-one or group basis.

Ability to guide prisoners in the performance of various functions.

Ability to relate to prisoners and to gain their respect and confidence.

Ability to apply current methods in the development and implementation of treatment plans for prisoners.

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

Ability to maintain records and prepare accurate and concise reports.

Ability to communicate effectively.

## **Working Conditions**

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.

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

Jobs require an employee to work in high stress situations.

Jobs require an employee to work in hazardous situations.

Jobs require skill in the use of firearms and fire fighting equipment.

## **Physical Requirements**

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

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

The job duties require an employee to have considerable knowledge of the techniques of self-defense, riot control, the use of firearms, fire fighting, and the detection of weapons and contraband.

## **Education**

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

## **Experience**

### **Corrections Medical Unit Officer E10**

Two years of experience equivalent to a Corrections Medical Aide or Corrections Officer, including one year equivalent to a Corrections Medical Aide E9 or Corrections Officer E9.

## **Special Requirements, Licenses, and Certifications**

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

Satisfactory completion of annual re-certification and training.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

**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**

CORMDUNOR

### **Job Code Description**

CORRECTIONS MEDICAL UNIT OFFICER

### **Position Title**

Corrections Medical Unit Ofr-E

### **Position Code**

CRMDOFRE

### **Pay Schedule**

C12-003

06/24/2016