To: All Personnel	From: Captain Ryan Mikulec
Date: January 1, 2024	Re: Certified Medical Assistant Vacancy

THE VICTORIA COUNTY SHERIFF'S OFFICE
THE COUNTY OF VICTORIA IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

General Duties:

Speak, Write, and Read Reports and Comprehend Other Documents

Handle Human Relations Problems

Arrive to work at a specified time, unless otherwise instructed

Specific Duties:

To provide nursing duties in the Victoria County Jail. Responsible for giving nursing care and performing related nursing services

Interview inmates to obtain health/medical history.

Perform "mini" health assessments.

Conduct medical screenings.

Inventory nursing supplies.

Administer TB tests.

Assist doctor as needed.

Handle emergencies as they arise

Fill out medical forms for subjects leaving the facility

Update medical files

Sick Call for inmates

Distribute Meds

Required Knowledge, Skills, and Abilities:

Current CMA license

Possess a Valid Texas Driver's License

Must be able to carry out Written and Oral communication

Able to exercise judgment in application of nursing care

Communicate effectively both orally and in writing.

Bilingual (Spanish/English) abilities are an asset

The applicant will be subject to a background investigation conducted by the Victoria County Sheriff's Office and will submit to a drug screening prior to beginning employment

Experience: preference will be given to applicants with nursing experience in detention setting we are looking for full time.

All positions require an application and release of information sworn statement signed off by a notary (notary services available at VCSO)

Salary Range: **$18.23 per hour** **Closing Date: Opened until Filled**

Applications can be obtained at the Victoria County Sheriff's Office or at www.joinvictoriaso.org.

Submit applications to: **Lt. Greg Kouba, Training Coordinator**
Victoria County Sheriff's Office
101 N. Glass St.
Victoria, Texas 77901