



Seminole County Sheriff's Office

CERTIFIED NURSE ASSISTANT (CNA)

Class Spec Code: 1040

Established Date: 10/14/2020

Last Revised Date: 11/04/2022

Effective: 11/18/2022

Salary Range

\$16.50 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Technical work providing initial medical screening to persons incarcerated in the John E. Polk Correctional Facility.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Interviews and conducts initial screening on new inmates to obtain medical information/screening.

Prepares documentation on screening as Instructed.

Takes and records vital signs.

Completes physical observations of inmates in accordance with medical protocol.

Documents encounters in the electronic medical record using the approved SOAPE format.

May be required to draw blood and follow established protocols for preparing samples for laboratory analysis.

Logs use of medical supplies including bandages, keys, and medical instruments.

Prepares, maintains, and scans medical documents as needed.

Provides assistance to other nurses or physicians as necessary.

Minimum Qualifications

- High School Diploma/GED
- One (1) year responsible work experience
- Must possess and maintain a State of Florida license as a Certified Nursing Assistant, with coursework in phlebotomy required
- Must possess and maintain current licensure and CPR, OSHA updates, and CEU certifications as required for licensure and accreditation
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of basic nursing methods and practices, including public health and communicable diseases.

Ability to demonstrate ethical and professional behavior; to communicate effectively, both orally and in writing; to follow instructions; to maintain effective working relationships with superiors and the medical community.

WORKING CONDITIONS

The work environment for this position is in the John E. Polk Correctional Facility. This position has direct contact with inmates. The position is assigned to a day or night shift with rotating days off.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Both sedentary work and standing/walking; constant use of a computer

Lifting-Able to lift at least 25 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty; direct inmate contact; May be required to respond for any critical incident, manmade or natural. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime