

MEDICAL ASSISTANT

Juvenile Justice Complex



JOB RESPONSIBILITIES

Part-Time. Terrebonne Parish Consolidated Government's Medical Assistant is responsible for supporting the healthcare needs of residents at the Terrebonne Parish Juvenile Justice Complex.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Varies

SHIFT

Evenings: 6:00 PM – 10:00 PM

Weekends & Holidays: 12 Hour Shifts

LOCATION

Juvenile Justice Complex

REPORTS TO

Registered Nurse Supervisor

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Directly work with juveniles housed in the facility.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Licensed Practical Nurse (LPN)

License from the State of Louisiana

OR

Licensed Registered Nurse (RN)

License from the State of Louisiana

Pass a Louisiana State Police Criminal Background Check and Abuse/Neglect Background Check

In this role, the incumbent is required to participate in daily sick calls, administer treatments, ensure proper medication dispensing and counting, maintain sanitary conditions, and comply with all relevant health and safety regulations.

The ideal candidate must demonstrate professionalism, compassion, and a strong desire to work with at-risk youth in a secure facility.

JOB DUTIES

- Participate in daily resident sick calls, administer treatments, and coordinate consultations and referrals as needed.
- Assist in developing and executing daily medical triage plans.
- Dispense medications in accordance with established protocols and accurately document all administration activities.
- Maintain a clean, sanitary, and safe medical environment in compliance with health and safety regulations.
- Review medical charts for residents receiving routine care, emergency treatment, or external referrals.
- Monitor and respond to medical request submissions from residents.
- Collaborate with facility leadership to coordinate resident movement for in-house and external medical appointments.
- Ensure thorough and accurate documentation of all medical records and resident health interactions.
- Ensure medications and medical supplies are maintained at adequate inventory levels.
- Prepare and submit staffing forms and supply requests on a weekly basis.
- Conduct monthly reviews of intake documentation, urine drug screens, accident and injury reports, and emergency room visit records.
- Perform quarterly checks of medical equipment, including AEDs, and analyze resident health statistics.
- Complete annual tasks such as purging inactive medical files, participating in mandatory training, and reviewing departmental policy updates.
- Identify residents requiring medical risk classification and provide recommendations for appropriate housing accommodations.
- Support administrative functions as directed by the Medical Director, Registered Nurse and Facility Director.
- Create diet and nutrition plans for residents as needed.
- Assist with special projects and maintain communication with external medical agencies and support services.
- Adhere to safe work practices, including proper use of medical equipment, labeling and administration of medications, and compliant disposal of medical waste and contaminants.

Questions? No problem!
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JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates accountability and initiative in coordinating resident care, supporting team operations, and ensuring compliance with medical protocols.
- **Time Management:** Effectively prioritizes daily, weekly, and long-term responsibilities to ensure timely delivery of healthcare services and administrative tasks.
- **Analytical Skills:** Ability to assess medical data, resident charts, and health trends to support accurate diagnoses, treatment planning, and risk classification.
- **Communication Skills:** Maintains clear, professional communication with residents, staff, supervisors, and external medical agencies to ensure continuity of care.
- **Organizational Skills:** Manages medical records, supply inventories, and documentation processes with precision and attention to regulatory standards.
- **Technical Skills:** Utilizes medical equipment, software systems, and diagnostic tools proficiently while adhering to safety and sanitation protocols.
- **Qualifications:**
 - High school diploma or GED certification required.

