

**HAMPDEN COUNTY SHERIFF DEPARTMENT  
CORRECTIONAL CENTER  
MAIN INSTITUTION  
627 RANDALL ROAD, LUDLOW, MA 01056**

**FULL-TIME MEDICAL SUPPORT STAFF**



The HCSD is seeking highly motivated and energetic full-time Medical Support Staff who will be responsible for transportation and distribution of approved medications to the inmate population while maintaining confidentiality. Additional responsibilities include but are not limited to, ordering refill medications, following up on medication discrepancies including missed medications, ensuring proper documentation of medication in electronic medical record, medication cart maintenance, manifesting all medications for patients, and working alongside the Medical Support Supervisor/Coordinator and Nursing Supervisors. Medical Support staff is also responsible for the proper management of all medications including controlled substances. Medical Support staff will adhere to all pharmacy standards while focusing on Health Services policy compliance and safety standards.

**Qualifications:** Possession of a high school diploma or equivalent required, a valid Massachusetts Pharmacy Technician registration, National Certification, and/or MAP Certification with experience. Thorough working knowledge of principles and practices of proper medication management, both controlled and uncontrolled. Ability to thoroughly read, understand and follow medication distribution protocols in addition to facility policies and procedures. General knowledge of prescription pharmaceuticals. Must be able to follow all policies and procedures of the institution and the Department of Health Services. Ability to work productively and independently. In good physical health necessary to perform job duties and responsibilities. Must be able to work flexible work shifts, weekdays, weekends and holidays. Valid Driver's License with known and accessible phone number.

**Salary Range: \$44,540.36 - \$53,158.65**

**Benefits: Commonwealth Program**

**Work Schedule: 3:00pm -11:00pm with rotating weekends**

Send resume and cover letter to:

[recruiting@sdh.state.ma.us](mailto:recruiting@sdh.state.ma.us)

or

Hampden County Sheriff's Department

Human Resources Office

627 Randall Rd.

Ludlow, MA 01056-1079

***Applicant subject to background investigation, drug screening and medical clearance.***

*The Hampden County Sheriff's Department proudly supports equal opportunity for all people, regardless of race, color, religion, gender, age, national origin, and any other category protected by law.*

(March 29, 2019)