

EMPLOYMENT OPPORTUNITY

HAMPDEN COUNTY SHERIFF'S DEPARTMENT



HEALTH SERVICES DEPARTMENT

Medical Support Staff (Full-time):

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 Health Trax, 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. Be a key member of our award-winning health care team at our facility in Ludlow.

Requirements:

- Possession of a high school diploma or equivalent required, a valid Massachusetts Pharmacy Technician Registration/License and/or National Pharmacy 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 policy and procedures.
- Computer skills to include general knowledge and ability to work within Microsoft Word and Excel.

Work schedule: Full-time, 3-11 PM with rotating weekends (Must be able to work any shift as directed).

Salary Range: \$45,431.17 - \$54,221.82 Annually

Excellent benefits package to include paid vacation, personal days, Commonwealth of MA retirement, health and life insurances and bonuses.

Send resume & cover letter (specify position) to: Human Resources, Hampden County Sheriff's Department and Correctional Center **627 Randall Rd. Ludlow, Ma. 01056-1079** or e-mail to: recruiting@sdh.state.ma.us

THE HAMPDEN COUNTY SHERIFF'S DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER