



Greene County Position Description



Position Title: Paramedic (Facility)	Department: Jail
Reports to: Director of Nursing	Grade: 15
Date Reviewed: February 2026	FLSA: Non-Exempt

Purpose of Position

The purpose of this position is to provide general and emergency medical care to the inmates of Greene County Jail. The Certified Paramedic will be supervised by the DON/ADON on shift.

Essential Duties and Responsibilities

This is a 24/7 medical care setting inside a correctional facility, where you will have daily interaction with inmates, correctional staff, and other healthcare personnel.

As a Paramedic at the Greene County Jail, you will be asked to provide general and emergency care in accordance with established standards, policies and protocols/procedures. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

Prepare and provide medication administration.

Diabetic Clinic to include BG checks and administering insulin as ordered.

Reporting consistent abnormal BG levels to the charge nurse on shift.

Verify, identify, and record all medications administered in the offender’s medical record.

Document vital signs and pertinent observations in the electronic medical record (EMR).

Utilize proper methods of storing, packing, preparation, and administration of medications and supplies.

- Respond to medical code emergencies and assess immediate treatment needs
- CPR/AED, oxygen, Narcan, stopping blood flow, etc.

Provide first-aid treatment, such as applying bandages, cleaning wounds, and stabilizing fractures

Perform phlebotomy if trained and vaccinations.

Fax medical record request to different types of agencies. Fax and ROIs for the nurses.

Answer medical phones.

Participate in ongoing training.

Complete QM duties as assigned.

Restraint checks- including proper documentation.

Memos and Jail Management System (JMS) reports.

Weekly VS list and collaborating with shift nurse regarding abnormal findings. Segregation rounds daily- if doing med pass.

Maintain BLS.

Protect patient's rights by maintaining confidentiality of personal information.

Minimum Training and Experience Required to Perform Essential Job Functions

Current certification to practice as a Paramedic in the state of Missouri. Current CPR/BLS certification.

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria in order to determine need for change; identify and select alternatives.

Ability to communicate effectively with jail administrators, detention officers, physicians/NP, inmates, mental health professionals, jail visitors, RNs, LPNs, and CMAs, and medical supervisor.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, and ratios and present values.

Ability to interpret and present basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Confident and firm problem-solving skills, sometimes in stressful situations

Ability to use functional reasoning in performing duties such as collaborating and coordinating care.

Physical and Mental Abilities Required to Perform Essential Job Functions

Ability to operate equipment such as stethoscope, thermometer, otoscope, sphygmomanometer, glucometer, fax machine, keys, two-way radio, computer, and computer programs.

Ability to exert physical effort in moderate to heavy work, typically involving picking up, lifting, carrying, pushing, and pulling up to 50 pounds.

Environmental Adaptability

Ability to work under potentially unsafe, uncomfortable, and/or stressful situations.

Condition of Employment

Employee will be required to demonstrate continued knowledge of this position’s current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature	Date
----------------------	------

Supervisor’s Signature	Date
------------------------	------

Last Reviewed: 02/10/2026
 Comments/Sections Updated: Reviewed and approved by management

Last Updated: 4/10/25
 Comments/Sections Updated: Transferred to the correct format, corrected grammatical mistakes, and added max lifting requirement