SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/12/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: HEALTH SERV OFC ASST SCDC POSITION #: 021449
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: HEALTH SERV OFC ASST STATE JOB CLASS: 9999
HRLY RATE: $ 016.41 SCEIS POSITION #: 61078089

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND PROFESSIONAL EXPERIENCE INVOLVING
RESEARCH, DATA MANAGEMENT AND RECORD-KEEPING ACTIVITIES.
A BACHELOR'S DEGREE WITH MATHEMATICS AND/OR STATISTICS
COURSES MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE.

DESCRIPTION OF DUTIES:
DEVELOPS/UTILIZES DATA COLLECTION TOOLS RELEVANT TO COMPONENTS
OUTLINED IN THE SETTLEMENT AGREEMENT FOR COLLECTION AT THE INSTI-
TUTIONAL LEVEL. COLLECTS/COMPILES/SUMMARIZES DATA RELEVANT TO
SERVICES PROVIDED AT THE INSTITUTIONAL LEVEL PERTAINING TO CRITICAL
COMPLIANCE AREAS IN MEDICAL/MENTAL HEALTH AND ALL PROGRAMS AND/OR
SERVICES PROVIDED TO ALL MENTAL HEALTH INMATES AS OUTLINED WITHIN
THE SETTLEMENT AGREEMENT. WORKS CLOSELY WITH MEDICAL/MENTAL HEALTH
AND INSTITUTIONAL STAFF OVERSEEING THE ACCURACY OF DATA BEING
COLLECTED AND REPORTED. ASSISTS WITH LOCAL EMR IMPLEMENTATION BY
WORKING CLOSELY WITH MEDICAL/MENTAL HEALTH STAFF. ASSISTS MEDICAL/
MENTAL HEALTH STAFF WITH THE COORDINATION OF PSYCHIATRIC CLINIC,
REQUESTS TO STAFF, SCHEDULING OF APPOINTMENTS AND FOLLOW-UP CONSULTS.
SUBMITS TIMELY REPORTS TO COMMUNICATE OUTCOMES OF QUALITY ACTIVITIES
TO THE APPROPRIATE STAFF AT THE INSTITUTIONAL/DEVISIONAL LEVEL AND
DIV. OF QA/RISK MANAGEMENT.
COMMENTS:
HOURS ARE SUBJECT TO FLUCTUATE TO MEET THE DEMANDS OF THE AGENCY.
THIS IS A TEMPORARY/PINK SLIP POSITION.

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE
PROCEDURE ACT.