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Director



JUVENILE BOARD

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Judge, County Court at Law No. 6
MARK KEOUGH,
County Judge

**MONTGOMERY COUNTY
OLEN UNDERWOOD JUVENILE JUSTICE CENTER**

**200 ACADEMY DRIVE
CONROE, TEXAS 77301**

**Phone (936) 760-5805
Fax (936) 760-5851**

JOB POSTING

Posted: 2/17/2023

JOB TITLE: Certified Nurse’s Aide

SALARY: \$43,700.80 Annual / \$1,680.80 Bi-Weekly

An unofficial Job Description outlining the basic responsibilities and requirements is attached.

**HR Specialist
200 Academy Drive
Conroe, TX 77301**

**Closing Date:
Until Filled**

Note: Employees who have received a disciplinary action equal to or greater than a Written Reprimand, in the last 90 days, are not eligible for Promotion or consideration for movement to an Open shift.

AFTER RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS MUST PASS A DRUG SCREEN BEFORE THEY BECOME EMPLOYEES OF MONTGOMERY COUNTY. HALF THE COST OF THE TEST WILL BE THE APPLICANTS RESPONSIBILITY.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE. THE MONTGOMERY COUNTY JUVENILE PROBATION DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

**MONTGOMERY COUNTY
JUVENILE PROBATION DEPARTMENT**

JOB TITLE: Certified Nurse's Aide

STARTING SALARY: \$43,700.80 Annual / \$1,680.80 Bi-Weekly

BASIC RESPONSIBILITIES:

Under the direct supervision of the Deputy Director, the Nurse's Aide will provide medical health care services to the children in the Detention Center.

EXAMPLES OF DUTIES:

- Conduct health care assessments on all detainees
- Prepare medication packets and dispense medication to residents
- Initiate medical files on residents and maintain accurate records concerning assessment results, medication dispensing and diagnostic evaluations
- Communicate medical issues to caseworker
- Update doctor's standing orders and maintain an accurate listing
- Coordinate drug screens
- Assist in other health needs as directed

REQUIREMENTS:

Training and Experience:

- CNA required
- Two (2) years of experience in a medical setting preferred.

Specialized Knowledge, Skills and Abilities:

- Commitment to the Department's vision of developing people to their full potential
- Knowledge of professional nursing theory and process and the ability to perform clinical skills which enable him/her to provide direct nursing care to children
- Ability to function independently without close supervision
- Ability to work with adolescent offenders without being afraid or naive

- Ability to work harmoniously with all staff

Additional Requirements:

- Possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty (30) days following the date of employment)
- Must have a telephone number at which he/she can be reached
- Must have access to a vehicle that can be used while on duty and be able to provide proof of liability insurance on said vehicle
- Must be willing to be on 24 hour emergency call
- Must be able to pass physical agility test
- Flexible Hours

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