Pennington County Sheriff’s Office Job Description

**Job Title:** Medical Director  
**Division:** Jail, City/County Alcohol & Drug Programs, Juvenile Services Center  
**Reports To:** Sheriff  
**Grade:** -  
**FLSA Status:** Exempt  
**Approved Date:** -

**Job Summary**

The Medical Director provides and oversees the appropriate professional medical care and in-facility treatment for the Pennington County Jail, Juvenile Services Center and City/County Alcohol and Drug Programs Facilities. The Medical Director is a medical doctor, duly licensed to practice medicine in the State of South Dakota.

**Essential Duties and Responsibilities**

- Providing medical oversight and care to clients, inmates and juveniles
- Providing direction and being available for consultation to facility medical staff
- Providing on-site weekly/bi-weekly medical clinics as necessary for specified facilities
- Providing City/County Alcohol and Drug Programs with services and consultations as outlined under the South Dakota Department of Health, Alcohol and Drug Administrative Rules 46:05:18:06
- Complying with all applicable work rules and policies
- Participating in staff meetings
- Maintaining patient privacy and confidentiality of medical records; and
- Performing additional duties as assigned.
- Monthly on-call schedule

**Minimum Requirements**

- Doctorate of Medicine (MD)
- Preference given to those with 10+ years of experience as a medical doctor and/or experience in a related specialty
- SD Driver's License (within 90 days of moving to SD); current SD board certified in area of specialty

**Working Environment**

- The work is typically performed while sitting or standing with intermittent sitting, bending, walking or reaching.
- The work is typically performed in an office and clinic setting.

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- The typical work schedule is day-time clinic hours with on-call availability 24 hours a day.

Physical Requirements
The employee is regularly required to stand, walk, sit, bend, and reach. Specific vision abilities required by this job include close vision. Data entry and operation of a phone is required.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug screen as outlined in Global Policy 2-23.