

**VACANT POSITION**  
**DEPARTMENT: CORRECTIONAL INSTITUTION**  
**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>  
**SUBMIT APPLICATION and PROOF OF EDUCATION TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Room 110  
**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title: Registered Nurse (Position #1524)  
Salary: Pay Grade 16; Hiring Salary \$39,638 per year.  
Provisions of the Personnel Ordinance for promotion/demotion/transfer  
Work Schedule: Monday-Friday, 9:30 am – 6:00 pm; occasional overtime required.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School Diploma or state-awarded GED with successful completion of a prescribed Registered Nursing program from an accredited vocational/technical institution and one to two years general nursing experience required. Will work in a prison environment.

**GENERAL STATEMENT OF JOB:** Under limited supervision, provides medical assistance to approximately 384 inmates by dispensing medication ordered by attending physician and arranging for emergency medical and/or psychiatric care when needed. Duties also include arranging Court ordered forensic evaluations, providing staff with minor medical care, ordering all medical supplies and overseeing all mandatory inmate drug testing. Reports to the Nurse Supervisor.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of medical tools, including stethoscope, thermometer, suture removal kit, otoscope, ophthalmoscope, syringes, blood glucose monitor, EKG machine, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for physically active work. Must be able to lift and/or carry weights of up to one hundred to one hundred fifty pounds with assistance.

**ESSENTIAL JOB FUNCTIONS: ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.**

Provides necessary health care and dispenses medications to a large population of state inmates as ordered by attending physician.

Arranges all necessary medical appointments for inmates including Doctors, Dentists or psychiatric care.

Evaluates physical condition of inmates who may require emergency medical and/or psychiatric care; ensures that appropriate care is received when needed.

Administers employee and/or inmate vaccines, provides routine medical consultation with employees as needed.

Screens all new inmates for diseases and/or required medications; administers medications as instructed.

Conducts chronic care clinics for chronic conditions of inmates, treats injuries, administers care and provides evaluations and assessments due to injury or illness.

Arranges for Court ordered forensic evaluations. (i.e. paternity testing, DNA testing)

Orders all necessary medical supplies, including both prescription and non-prescription drugs.

Provides health care to ill inmates housed in medical isolation daily.

Screens and provides health care to any inmates housed in any one of the facility administrative segregation or isolation cells. Screens inmates placed in isolation immediately after their placement there. (Administrative Segregation / Isolation cells total 14)

Records and documents all medical treatments administered and any sickness or injury sustained by an inmate during his incarceration period.

Administers various screenings, such as tuberculosis testing, to inmates; administers follow up screening tests as required.

Is responsible for the proper disposal of all needles, syringes, pads, bandages or any other instrument or covering coming into contact with any bodily fluid.

Is responsible for the proper disposal of any expired or unused medication. Is also responsible for providing for the proper transfer of inmates' medical files and medications when an inmate is transferred or released.

Responds to emergencies as needed.

### **ADDITIONAL JOB FUNCTIONS**

Pulls and files charts; provides after-hours response and returns to facility as needed for treatment or dressing changes, or other assistance.

Performs other related duties as required.

ad1524B  
April 28, 2021