GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: DECEMBER 20, 2012
REVISED: FEBRUARY 11, 2013
CLOSING DATE: FEBRUARY 15, 2013

DEPARTMENT: **Sheriff's Office** **POSITION:** **Public Health Nurse (Jail)**

LOCATION: **Globe** **JOB CODE:** **12-115**

PLEASE FILL OUT THE SHERIFF'S OFFICE CIVILIAN/VOLUNTEER APPLICATION

POSITION IS EXEMPT **ANNUAL SALARY:** **$44,241.60-$53,892.80 DOE**

NATURE OF WORK

Under limited supervision, coordinates and provides nursing care and education for inmates housed at the Gila County Jail. Participates and provides leadership by working cooperatively with other staff to provide the safest and most efficient medical unit.

DUTIES AND RESPONSIBILITIES:

- Maintains the Sheriff's Office work standards and implements policies and procedures of the Gila County Jail Medical Department.
- Completes an Annual review of the policies and procedures manual.
- Updates and revises policies and procedures as required.
- Assesses the patient's condition, sets nursing priorities, and assesses physical, psychological, and social needs. Provides discharge information needed for inmates.
- Reports pertinent observations and reaction regarding patients to the Jail healthcare provider and records those observations accurately and concisely in a timely manner.
- Administers medications, accurately and performs treatments to assigned patients
- Documents medication administration and treatments and outcomes.
- Assists physician with special tests and procedures and documents.
- Directs, supervises and evaluates nursing care provided to patients.
- Maintains adequate staffing to meet the needs of the department.
- Works as a team member in providing care to patients.
- Administers direct care when professional nursing skills and judgment are needed.
- Provides appropriate discharge resources.
- Assumes supervisor role in supervisor's absence.
- Provides schedule for staff. Helps fill in call-offs and short-needs.
- Shared responsibility in ordering of supplies, pharmacy, and any special orders.
- Assist with complaint resolution in the absence of the supervisor.
- Attend regular meetings as the department's representative as assigned or as needed.
- Monitor licensure and certifications of medical employees.
- Assist Supervisor in interviewing and hiring of new employees.
- Precept new orientations/ employees as assigned.
- Assumes other duties assigned by the Supervisor
- Maintains a clean and safe environment for patients and staff.

WORKING ENVIRONMENT:

Work is performed in a jail environment and correctional facilities.

EMPLOYMENT STANDARDS:

Graduate from an accredited school of nursing. Current Arizona Registered Nurse Licensure. Two (2) years of medical experience; or equivalent combination of education, training and experience. Current CPR, ACLS are mandatory; a valid Arizona Driver's License.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles, practices, and techniques of providing public health nursing services, and documentation standards.

Ability to: Coordinate and deliver nursing services; make sound nursing judgments and decisions during emergency situations; and ensure the provisions of appropriate treatments are conducted. Interact effectively with co-workers, patients, and other detention staff; to communicate effectively orally and in writing.

Skills in: exercise independent judgment; plan organize a, and carry out nursing activities in a jail/correctional facility; apply nursing laws and regulations; assessing normal health and behavior and developing and implementing effective treatment plans; providing and coordinating care services for inmates; performing a full range of highly skilled nursing functions; dealing with inmates of various backgrounds and temperaments; demonstrating tact, diplomacy and compassion; responding appropriately in emergency or stressful situations.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.