

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 9, 2016

REVISED: OCTOBER 8, 2019

OPEN UNTIL FILLED

**DEPARTMENT:** Sheriff's Office

**POSITION:** Nurse – Jail

**LOCATION:** Globe

**JOB CODE:** 16-101

**PLEASE USE CIVILIAN/VOLUNTEER APPLICATION**

**ANNUAL SALARY:** \$51,246-\$69,182 DOE

### PURPOSE OF THE JOB

The purpose of this position is to provide continuity of care for inmates. This position conducts inmate medical assessments, manages medications, manages a caseload, participates in training and related events and maintains documentation.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Conducts head-to-toe assessments on inmates, which includes vital signs.	20%
• Manages and administers medications.	50%
• Maintains medical documentation.	10%
• Manages caseload, calling on records when needed.	10%
• Participates in training sessions, mock codes, drills and seminars.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position reviews, edits, and provides recommendations on project and team related budgets.

### PROJECT RESPONSIBILITIES

Provides project research support on employee training and development projects.

### ORAL COMMUNICATION DUTIES

This position explains County procedures or processes. Communicates and reports inmates' medical needs.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, reports and medical supply requisitions.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year)

### MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Nursing

### MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years experience providing medical care to inmates in detention or jail facility.

### PROFESSIONAL CREDENTIALS REQUIRED

Advanced Cardiovascular Life Support (ACLS) Certification, Bachelors of Science in Nursing (BSN) or Associates Degree in Nursing (ADN)

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**KNOWLEDGE REQUIRED**

Pharmacology, public health management, emergency management procedures, nursing, first aid, CPR, or lifeguard procedures.

**SKILLS REQUIRED**

Active listening, critical thinking, problem recognition, problem solving, diversity awareness, troubleshooting, time management and multi-tasking,

**ABILITIES REQUIRED**

Fully and quickly comprehend spoken words, solve problems sensibly and swiftly, maintain hand eye, coordination, maintain calm demeanor in stressful situations, consider options, risks and benefits.

**PHYSICAL DEMANDS**

- Routinely stands to attend to customers; occasionally stands to perform custodian work.
- Routinely sits to complete report; occasionally sits to attend to other duties.
- May be required to lift work related materials or equipment up to 10 lbs.
- Occasionally requires dexterity for special medical machines; occasionally requires dexterity for special medical gadgets.
- Incumbents in this position may be required to occasionally bend, stoop, kneel, and twist to attend to medical needs of patients.

**WORK ENVIRONMENT**

Incumbents in this position generally perform work in medical exam rooms. Incumbents in this position may spend time in office environment; occasionally spend time in science laboratory.

**SAFETY RISK EXPOSURE**

Incumbents in this position may become exposed to physical danger, chemical hazards, bloodborne pathogens, communicable diseases, hostile patients, verbal abuse and emotional individuals.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department, routinely requires biosafety gear, medical grade gloves, masks and safety footwear.

**CONSEQUENCES OF ERROR**

Potential errors can result in property damage, individual injury, or loss of life.

**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.