



Tooele County Sheriff's Office

Job Title: Corrections Facility Registered Nurse

Salary Range: \$25.32 – \$30.78 hourly, DOQ

Status: Full-Time with Benefit Package

Closing Date: Open until filled

The Opportunity

The ideal candidate provides specialized nursing services at the Tooele County Detention Center, which require specialized knowledge, judgment, and nursing skills based upon principles of psychological, biological, physical, and social sciences.

Example of Duties:

- Performs working level professional nursing services for inmates housed in the Tooele County Detention Center.
- Identifies physical, social, and emotional health needs by using health and social histories; conducts physical examinations and laboratory tests; develops treatment plans for patients.
- Coordinates efforts with the Detention Center Physician and implements the directives and protocol procedures suggested by the Detention Center Physician.
- Obtains inmates medical history; prepares daily medications and distributes when possible; follows up to determine effects of medication; provides treatment for minor ailments not requiring prescription or physician review; prepares medical charts; records treatments, insures confidentiality of inmate medical records

Minimum Qualifications

A. **Nurse I - \$25.32:** Graduation from college with a Bachelor's degree in nursing or an associate degree with two (2) years of nursing experience functioning as an RN.

B. **Nurse II - \$27.91:** Meets the minimum qualifications of the Nurse I with an additional two years functioning as an RN.

C. **Nurse III- \$30.78:** Four (4) years of nursing experience functioning as an RN; with two (2) years at Tooele County Sheriff's Office or applicable equivalent.

Knowledge, Skills & Abilities:

Working knowledge of general nursing theory and practices, medications, dosage, and side effects, normal and abnormal behavior, departmental policy and procedures.

Ability to provide skilled nursing care, set priorities and make judgments regarding case load, recognize community health needs and concerns of patients and maintains constructive health care relationships, identifies dangers involved with handling inmates, adjusts and copes with emergency situations, restrains unruly inmates, follows written and oral instructions, communicates effectively.

For a complete job description or an application please visit

<http://www.co.tooele.ut.us/hr.html>

Application and resume must be submitted to
Tooele County Human Resource Office, Rm 308

47 South Main Street Tooele

or email application and resume to tadams@tooeleco.org

EEO Employer

TOOELE COUNTY
Job Description

TITLE:	<u>Registered Nurse</u>	JOB CODE:	<u>208, 214, 238</u>
DIVISION:	<u>Correction Facility</u>	EFF. DATE:	<u>12/8/17 (Last: 11/2011)</u>
DEPARTMENT:	<u>Sheriff</u>	GRADE:	<u>26, 28, 30</u>
EEO CLASS:	<u>Professional</u>	FLSA:	<u>Exempt/Professional</u>
WORKERS COMP.:	<u>County</u>	RANDOM DRUG:	<u>Required</u>

GENERAL PURPOSE

Provides specialized nursing services at the Tooele County Detention Center. The Registered Nurse performs duties, which require specialized knowledge, judgment, and nursing skills based upon principles of psychological, biological, physical, and social sciences.

SUPERVISION RECEIVED

Works under the general supervision of the Jail Lieutenant and in cooperation with the Corrections Center Physician.

SUPERVISION EXERCISED

May supervise lower level nurse(s).

EXAMPLE OF DUTIES

Performs working level professional nursing services for inmates housed in the Tooele County Detention Center.

Assists the Detention Center Physician when visiting inmates; consults with the physician on medical matters.

Identifies physical, social, and emotional health needs by using health and social histories; conducts physical examinations and laboratory tests; develops treatment plans for patients.

Coordinates efforts with the Detention Center Physician and implements the directives and protocol procedures suggested by the Detention Center Physician.

Obtains inmates medical history; prepares daily medications and distributes when possible; follows up to determine effects of medication; provides treatment for minor ailments not requiring prescription or physician review; prepares medical charts; records treatments, insures confidentiality of inmate medical records.

Evaluates nutritional adequacy and necessary dietary requirements; evaluates dental requests; sets up required dental appointments; counsels and evaluates minor emotional emergencies; evaluates inmates for Mental Health Department; obtains mental health counselors as required.

Coordinates changes in living quarters for medical reasons.

Establishes and maintains medical records and reports of inmates.

Attends professional meetings, workshops and conferences. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education:

Nurse I - Grade 26; Code 208: Graduation from college with a Bachelor's degree in nursing or an associate degree with two (2) years of nursing experience functioning as an RN.

Nurse II - Grade 28; Code 214: Meet the minimum qualifications of the Nurse I with an additional two years functioning as an RN.

Nurse III - Grade 30; Code 238: Two years as a Nurse II, which must be directly with the Tooele County Sheriff's Department or applicable equivalent. Serves as lead/supervisor over lower level detention facility nurses.

2. SPECIAL QUALIFICATIONS:

- Licensed as a Registered Nurse in the State of Utah.
- Valid Utah Driver's License. Must possess a valid Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months
- Must be 21 years of age.
- Must be rotating on call during off duty hours

3. KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of general nursing theory and practices, medications, dosage, and side effects, normal and abnormal behavior, departmental policy and procedures.

Ability to provide skilled nursing care, set priorities and make judgments regarding case load, recognize community health needs and concerns of patients and to maintain constructive health care relationships, identify dangers involved with handling inmates, adjust and cope with emergency situations, restrain unruly inmates, follow written and oral instructions, communicate effectively.

Working Conditions and Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions conform to the usual indoor office environment.

While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is frequently required to stand, walk, use hands, reach with hands and arms, climb or

balance, stoop or kneel. Hand dexterity is required for examinations, medical reviews and computer use. Candidate frequently may lift or manipulate the equivalent of 10-25 pounds with of occasional lifting of up to 100 pounds or more; bending, twisting or working on irregular surfaces; exposure to sudden physical and emotional demands; and the need to physically defend one self and/or restrain recalcitrant individuals.

OTHER QUALIFICATIONS:

Achieve a competent or higher rating overall in each performance evaluation which measures the following:

- thoroughness, planning and organization, neatness and accuracy;
- learning and knowing all phases of the job; recognizing and solving routine problems;
- knowing the office policies, systems and services;
- compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- being able to perform new duties, adjust to new situations, and control of self under pressure;
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- making decisions; studying and considering all facts; using common sense;
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- being friendly, helpful and showing self-control;
- being punctual in attendance; and
- being professional in dress and manner; showing good housekeeping of the general work area.

APPROVED: Approved this _____ day of _____, 2017

Sheriff

Human Resource

Commissioner

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Sheriff Department.

Employee's Signature

Date