

Performs a variety of occasional duties as needed, such as assisting with drug, pregnancy, STD, and strep testing and teaching health principles to individual detainees/residents. Holds group with detainees/residents to educate on different topics.

Prepares documentation for yearly inspections of Center.

Maintains inventory of medical and office supplies and inspects and renews medical equipment as needed.

Reviews standing orders and the Center's policies and procedures annually, recommending revisions as appropriate. Completes annual report as directed.

Attends in-service training staff meetings, and educational workshops/training seminars as required by the American Corrections Association and Department of Public Welfare, and as required for registration and accreditation as a Licensed Nurse Practitioner.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Graduate of accredited Nurses Training Program and current licensing as Licensed Nurse Practitioner in the State of Indiana, with continuing education and maintenance of registration and accreditation requirements.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check, a medical exam, a drug test, and a tuberculosis (TB) test.

Possession of and ability to maintain possession of all other required certifications and training requirements, including, but not limited to, CPR, first aid, biohazard, and therapeutic crisis intervention (TCI).

Knowledge of accepted principles and practices of nursing, with ability to effectively examine detainees/residents of Center using appropriate equipment, assess health needs, and provide information, treatments, assistance, and referrals as appropriate.

Knowledge of general objectives and standard policies and procedures of Center, with ability to provide and develop health related services accordingly.

Knowledge of treatment programs and services available to detainees/residents and their families from government, social, and private agencies and ability to make referrals as appropriate.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and prepare medical records and maintain detailed files and charts as required.

Ability to properly operate standard office equipment, including computer, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, juvenile detainees/residents and their families, area hospitals, government and social service agencies, school officials, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, occasionally overnight, for training.

Ability to serve on 24-hour call and respond to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs nursing and related duties in accordance with generally applicable guidelines and standard procedures and requirements, exercising judgment to effectively examine and assess individuals, provide medications and treatments, and respond to medical emergencies. Incumbent's work involves a variety of nursing duties which include a broad range of individual situations and often require careful consideration of complex circumstances and multiple variables.

III. RESPONSIBILITY:

Incumbent assures proper health care for detainees/residents of the Center, including regular assessments and examinations, daily sick call, and resolution of medical emergencies. General purposes and objectives of incumbent's work are established, with highly unusual problems and circumstances referred to physicians at the discretion of the incumbent. Incumbent's work is reviewed periodically and upon completion of specific duties for soundness of judgment, compliance with applicable rules and regulations, and proper maintenance of assigned areas of responsibility.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, juvenile detainees/residents and their families, area hospitals, government and social service agencies, school officials, and members of the general public for the purpose of providing, requesting, and maintaining information and services for juvenile health care.

Incumbent reports directly to the Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both the residential and secure/correctional divisions of the Center and in the field, including sitting/walking at will, driving, close vision, hearing sounds/communication, and handling/grasping objects. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, occasionally overnight, for training. Incumbent serves on 24-hour call and responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Nurse for the LaPorte County Juvenile Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name