

POSITION DESCRIPTION
SENECA COUNTY SHERIFF'S OFFICE

An Equal Opportunity Employer

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Job Title: Nurse

County Office: Seneca County Sheriff's Office/Jail

Immediate supervisor: Medical Services Coordinator

Positions Supervised: None

QUALIFICATIONS:

RN or LPN license required.

Must maintain continuing education as required by the appropriate governing board of the State of Ohio. Remain current in CPR and emergency care procedures. Comply with the established policies and procedures, objectives of safety and environmental and infection control standards.

JOB RESPONSIBILITIES:

- Assist in the completion of preliminary health appraisal of all inmates within the ten to fourteen day time limit per state standards. This will include current vital signs, height, weight, health history, documenting current medications and complaints along with socioeconomic status of the inmate.
- Assist in the set-up of medication schedules for inmates in accordance with prescription instructions. Assist in the set-up of medication for inmates. Set-up and assists inmate in taking their medication.
- Assist with inmate treatments including but not limited to dressing changes, wound care, and breathing treatments.
- Responsible for monitoring inmates housed in booking, on medical watch, on his shift, documenting changes and/or improvements.
- Responsible for monitoring the blood pressures of all inmates on hypertensive medication. This will be done on a weekly basis unless otherwise ordered by the physician.
- Assist in the preparation of appropriate documents for inmate's medical histories and treatments before transfer to another correctional facility or deportation.

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CLERICAL DUTIES:

- Review monthly medical billing statements to ensure accuracy of the charges.
- Compile information for the month and year end reports.
- Submit treatment authorization requests to Immigration Health Services.
- Maintain, update and purge all medical files.
- Maintain constant supply of medical forms used in the medical office.
- Monitor, maintain and document that all medical equipment located in the jail is in working condition. Oxygen tanks checked on a weekly basis and documented. Stock and maintain first aid boxes located throughout the jail.