

**PLEASE POST CONSPICUOUSLY**

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY  
FOR THE FOLLOWING VACANCY:**

## **OTSEGO COUNTY CORRECTIONAL FACILITY**

### ***Corrections Nurse – Per Diem***

**(Evenings and fill-in hours)**

**\$31.8500/hr.**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direction of the Medical Director, the incumbent is responsible for performing professional nursing duties in the care and treatment of inmates and staff of the Otsego County Correctional Facility by coordinating individual patient care in a complex environment that combines the demands of two systems; corrections and health care. The incumbent functions independently as a member of a limited nursing staff, providing professional nursing services to a population where serious medical conditions, psychiatric disorders, substance abuse, high-risk pregnancies, dental emergencies and infectious diseases are more prevalent than in the general population. Flexibility in work schedule and shift is essential.

**EXAMPLES OF WORK:**

- Works within the scope of a secure environment to provide quality medical care to inmates in accordance with physician orders;
- Observes and evaluates inmates and staff experiencing illness or injury for referral to physician, mental health provider, dentist and/or emergency department;
- Assesses inmate nursing care needs and develops, implements and evaluates a nursing care plan;
- Functions independently as a member of a limited nursing staff;
- Assists physicians and mental health provider at scheduled visits;
- Provides "on call" coverage as scheduled by the Jail Administrator;
- Performs TB testing, EKG's and obtains specimens and cultures as ordered;
- Performs emergency first aid treatment of injuries;
- Assesses wounds and carries out wound care and treatment as ordered by physician;
- Provides training for Correctional Facility staff on various health related topics which include but are not limited to communicable disease, withdrawal signs and symptoms, and medication delivery;
- Assists physician in performing physical examinations and related medical procedures, providing care in a timely manner;
- Consistently practice Universal Precautions, reporting and documenting reactions to treatment and medications;
- Keeps medical supplies accounted for and secure;
- Provides Community Standard of Care to all inmates;
- Maintains medical records in secure room;
- Administers medications to inmates as prescribed while providing safe, competent and ethical care equally to all inmates;
- Identifies suicide and or self-harm risk, and reports them immediately to Officer in charge, and follows up with Mental Health;
- Addresses special needs such as physical and mental disability, learning disabled and hearing and language barriers;
- Records information and disseminates it appropriately while maintaining an appropriate level of confidentiality and nursing practice standards;
- Conducts health screening of inmates including past medical and mental health history, current medical and mental health status, medications, allergies, special diets, immediate needs, etc. Administers appropriate screening such as Mantoux TB testing as required;
- Verifies medical data from other providers and outside sources to coordinate care;
- Provides daily sick call to assess inmate health issues. Accurately documents assessments and plan. Maintains inmate medical records and adheres to HIPAA. Ensures proper monitoring of pregnant inmates, proper monitoring and treatment of inmates going through drug and/or alcohol withdrawal;

- Distinguishes actual health and/or behavioral problems from manipulation and malingering;
- Understands that in an emergency safety and security precedes medical care;
- Performs other nursing duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of nursing practices, principles and techniques; good knowledge of the prevention and control of infections and diseases; good knowledge of the principals and practices of universal precautions; working knowledge of medications and prescription drugs, common dosages, their physical and psychological effects and possible adverse reactions; skill in the application of current nursing techniques and in the use of medical equipment used in providing nursing care; ability to make assessments; ability to develop, implement, and modify as necessary a nursing care plan to meet the needs of patients; ability to prepare and maintain a variety of clinical records and prepare reports; ability to administer medications and follow safe medication policies; ability to practice proper infection control policies and procedures; ability to understand and follow technical oral and written instructions; ability to establish and maintain effective relationships with a wide variety of people; ability to speak clearly; ability to sit and stand for extended periods of time; ability to function independently; ability to be flexible in work schedule and shift.

**MINIMUM QUALIFICATIONS:** Licensure and current registration as a Registered Professional Nurse in New York State AND:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in nursing, human services or a health related field and two (2) years full-time paid experience or its part-time equivalent in health care.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** All applicants must possess CPR certification within six (6) months of appointment.

**NOTE:** Candidates must pass a Background check prior to appointment.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Office, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com).

DATED: August 5, 2021