LICENCED PRACTICAL NURSE
Ada County Sheriff's Office

STATUS: 36 hours per week with Benefits (3 12-hour shifts)—OR PRN
CLOSING DATE: Until Filled
APPLICATION MATERIALS: Apply Online at www.adasheriff.org/careers
HIRING RATE: $18.33-$21.80/hour, DOE

ABOUT JAIL HEALTH SERVICES: The Ada County Jail can house up to 1,217 inmates and employs over 300 staff members. Our Health Services Unit houses up to 83 patients with acute medical or mental health care needs. Our team of 35 healthcare and support professionals works hard to meet the needs of our patients. Treatment plans are based on community best practice while also recognizing the security issues unique to a correctional setting. Working closely with our security staff, our nurses are never alone with the patients and, therefore, feel very safe. Nurses use their assessment skills every day, are autonomous (while still working collaboratively), and find this career very fulfilling.

GENERAL SUMMARY
At the direction of a professional nurse, provides nursing care consisting of assessments, developing plans of care and monitoring client physical condition. Performs related duties as assigned to include the primary task of inmate medication delivery. The position is located at the Ada County Sheriff’s Office, Health Services Division.

ESSENTIAL FUNCTIONS
- Provides general health care to inmates in detention;
- Administers treatments and medicines to patients as prescribed and supervised by the Medical Authority;
- Assists RN, Nurse Practitioner, Physician Assistant, or Physician at sick call in performing examinations, taking histories, and following up on all orders given;
- Maintains treatment records, making note of all medications given, doctor visits and related activities;
- Monitors, stores and controls medications and medical supplies according to established procedures;
- Schedules hospital/clinic appointments when ordered;
- Observes the physical condition and behavior of residents to insure maximum health care is provided;
- Follows procedures to contain the spread of contagious diseases and promote infection control;
- Prepares for sick call by assessing the resident if necessary, pulls charts or makes new charts, and lists those who need to be seen by the RN, Nurse Practitioner, Physician Assistant, or Physician;
- Charts medication renewal orders for the RN, Nurse Practitioner, Physician Assistant or Physician to sign;

- OVER -
• Provides educational sessions to clients and staff on medically related issues;
• Arranges temporary releases for medical follow up;
• Maintains current inventory of supplies for medical staff needs and emergency kits for security staff needs; and
• Performs related work and other duties as assigned.

JOB REQUIREMENTS
• Successful completion of an accredited LPN program;
• Knowledge of nursing principles, procedures and practices;
• Knowledge of nursing equipment and supplies;
• Knowledge of laws regulating narcotics, medications and patients' rights of consent;
• Ability to exercise tact, diplomacy and patience;
• Ability to observe and understand physical conditions and behavior;
• Ability to make accurate assessment of patients' condition;
• Ability to exercise judgment;
• Ability to initiate prescribed treatment;
• Ability to communicate verbally to groups and have good writing skills; and
• Ability to maintain confidential materials and medical records.

OTHER REQUIREMENTS
• Must pass an oral interview, polygraph exam and background investigation prior to being hired;
• Must maintain a current LPN license to practice in the State of Idaho;
• Must adhere to Nursing Code of Ethics;
• Must maintain active CPR/BLS certification;
• Must be I.V./Phlebotomy certified;
• This position requires shift work;
• This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS
• Work is performed in a health services facility at the Ada County Jail;
• Incumbent is required to work a flexible schedule, which may include work on some weekends, evenings, nights, and/or holidays;
• May be required to lift up to 20 lbs.;
• Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a medical office environment to accomplish tasks.

Preference in appointment will be given to eligible veterans. To claim veterans’ preference, please refer to http://www.adasheriff.org/Careers/Veterans-Preference.

***The policy of the Sheriff's Office is to hire applicants who do not smoke or use simulated smoking products. Applicants must have not used the following for at least three (3) months prior to applying; cigarettes, e-cigarettes, vaporizers, cigars, pipes, hookah, or cloves. The use of smokeless tobacco and snuff is excluded from this policy.

If you are selected for the position, social media searches will be conducted as part of the pre-employment background investigation.

-OVER-