# JOB TITLE: MEDICAL COORDINATOR/CORRECTIONAL NURSE SUPERVISOR: CORRECTIONS ADMINISTRATOR

Job Title	Medical Coordi	linator/Correctional Nurse	Band/Grade	B31
FLSA Status	Exempt	I Non-Exempt		
Title of Supervisor	Corrections Ad	dministrator & Medical Director	r	

#### JOB SUMMARY

The Medical Coordinator/Correctional Nurse is responsible for providing direct nursing care, treatment (within professional/legal limits) and coordinating medical services. Performs related nursing duties as assigned, trains staff as necessary and works closely with the medical director. The personal safety of the medical staff and the inmates entrusted to their area, follow standard methods of security and to safeguard Mountrail County Correction Center property. The work involves working cooperatively with all staff, administration, medical director, inter-departmental and public agencies and promoting a team effort that ultimately meets the goals of all concerned.

#### SCOPE OF RESPONSIBILITY

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. Incumbents may not be required to perform all duties in this description, and incumbents may be requested to perform position-specific tasks other than those listed in this job description.

- Ensuring the personal safety of medical staff and inmates entrusted to their area.
- Follow standard methods of security and safeguard Mountrail County Correctional Center property.
- Monitor inmate Individual Performance Plans regarding education, work, behavior, and treatment issues; recommend and assist inmates in treatment issues.
- Interact with inmates, including high risk, with in the Correctional Center on a one on one basis
- Perform crisis intervention functions, suicide prevention, recognizing abnormal behavior and taking appropriate action.
- Responsible for documenting inmate activities and monitoring movement throughout the facility.
- Conducting sick call duties to include but not limited to health assessments, lab draws and communicable disease screenings.
- Provides nursing services, treatments and diagnostic and preventive procedures appropriate for inmate care and safety; interprets physicians' orders; administers prescribed medication; applies surgical dressings and bandages; provides emergency first aid care; checks and records vital signs; instructs inmates concerning discharge planning; observes signs and symptoms during sick call; reports reactions to treatments and medications as well as changes in the inmates' emotional or physical condition. Report medically-related problems to the Mountrail County Medical Center in order to receive further instruction.
- Maintain medical records for inmates.

- Contact North Central Human Service Center (NCHSC) for all Inmates who request psychological services.
- Serving as a liaison with medical providers to schedule outside medical appointments regarding the medical care of the inmate populations.
- Prepare paperwork. File in inmate's medical record.
- Monitor inmate's conformance to treatment plans, facility rules and regulations.
- Assisting in the tracking of equipment and supply needs.
- Respond to emergencies throughout the facility; injury and illness; performs CPR when needed.
- Other duties as assigned.

#### REQUIREMENTS

- Nursing degree or equivalent as well as a current and active license with the ND Board of Nursing required plus at least two years of work experience with preference in correctional nursing. College level coursework may substitute for the work experience requirement on a year-for-year basis.
- Must possess the ability to quickly assess a situation and determine the appropriate response.
- Must have the ability to monitor multiple activities and individuals and predict future behavior.
- Ability to learn the regulations and procedures for the facility.
- Ability to work and remain calm in a high-pressure environment.
- Ability to remain impartial when interacting with inmates.
- Excellent time management and organizational skills.
- Must be punctual and reliable.
- Must have a positive attitude and willing to accept new responsibilities as required.
- Ability to communicate effectively in both verbal and written forms.
- Excellent observation skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to establish and maintain effective working relationships with county officials, county staff, and the general public.

#### PHYSICAL REQUIREMENTS

- Must be able to lift up to 50 pounds at times.
- Prolonged periods of standing and walking.
- Physically able to detain an inmate if needed.

# **MOUNTRAIL COUNTY, ND**

#### EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

#### Mountrail County Title VI Coordinator

Enclosures

### EQUAL EMPLOYMENT OPPORTUNITY

#### Mountrail County (2-2012)

Mountrail County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to the summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form <u>will not</u> be part of your application file or included in the documentation provided to the selecting official.

#### **Please Print**

Name			
Date	Position app	lying for	
Location		Birthdate	Gender
			General Hereits Hereit
Racial/Ethnic Heritage (Check one)	)		
□ <b>Hispanic or Latino</b> – A person or origin regardless of race.	of Cuban, Mexican, Pu	uerto Rican, South or C	Central American, or other Spanish culture
🛛 White (Not Hispanic or Latino	) – A person having or	rigins in any of the orig	ginal peoples of Europe, the Middle East, or
North Africa.			
Black or African American (No Africa.	ot Hispanic or Latino)	<ul> <li>A person having orig</li> </ul>	gins in any of the black racial groups of
🛛 Native Hawaiian or Other Pac	ific Islander (Not Hisp	<b>banic or Latino)</b> – A pe	erson having origins in any of the peoples of
Hawaii, Guam, Samoa, or othe	er Pacific Islands.		
		igins in any of the orig	ginal peoples of the Far East, Southeast Asia
		с , с	a Japan Koroa Malaysia Bakistan the

or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

How did you learn about this job opening? (List the name of the newspaper, employment agency, organization, agency employee, or other source):

# Mountrail County Correctional Center

## **Employment Application**

		Applicant Informatio	n en
Full Name	:		Date:
	Last	First	M.1.
Address:			
	Street Address		Apartment/Unit #
	City		State ZIP Code
Phone:		Email	
Date	Sc	ocial Security	
Available:		No.:	Desired Salary:
Position A for:	pplied		
	citizen of the United	YES NO If no, are	you authorized to work in the YES NO
States?			U.S.?
Have you company?	ever worked for this	YES NO	n?
Have you crime?	ever been convicted of a	YES NO	
lf yes, explain:			
		Education	
High Scho	ool:	Address:	
_	_	Did you YES N	
From:	To:	graduate?	Diploma:
College:		Address:	
From:	То:	Did you YES N graduate? □ □	
Other:		Address:	
From:	То:	Did you YES N graduate? □ □	O ] Degree:

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#### References

Please list three pr	ofessional references.				
Full Name:			F	Relationship:	
				Phone:	
		n			
				Relationship:	
Company:				Phone:	
				Relationship:	
				Phone:	
A . I. J					
	Previou	s Employme	nt		
Company:				Phone:	
				Supervisor:	<del></del>
Job Title:	Starting	Salary:\$		Ending Salary: <b>\$</b>	
Responsibilitie s:					
From:	То:	_ Reason for	Leaving		
May we contact yo reference?	ur previous supervisor for a	YES			
Company:				Phone:	
//ddi000.					
Job Title:	Starting	g Salary: <b>\$</b>		Ending Salary:	
Responsibilitie s:					
From:	То:	_ Reason for	Leaving		
May we contact yo reference?	our previous supervisor for a	YES	NO		
Company:				Phone:	

Address:			Supe	rvisor:	
Job Title:	Startii	ng Salary: <u>\$</u>	End	ing Salary: <u>\$</u>	
Responsibilitie s:					
From:	То:	Reason for	Leaving:		
May we contact your reference?	previous supervisor for a	YES			
	Mi	itary Service			
Branch:			From:	To:	
Rank at Discharge:		Type of D	ischarge:		
lf other than honorab explain:	ole,				
	Disclair	mer and Signa	ture		

I certify that all information contained in this application and any attachment is true and complete to the best of my knowledge. Understand any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize instigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that Mountrail County is an AT WILL employment agency and this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. A typed name is considered a signature.

Signature:
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Date:

Your fingerprints will be used to check the criminal history records of the FBI in accordance with Title 28 CFR 50.12. You have the opportunity to review or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28 CFR 16.34. I hereby authorize the North Dakota Bureau of Criminal Investigation to release my state and FBI criminal history records to the requester listed above. A photocopy of this signed release shall have the same force and effect as the original release

Signature:

Date:\_\_\_\_\_

All information provided is subject to the North Dakota Open Records Law. Equal opportunity Employer Mountrail County Does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services and complies with the provisions of the ND Human Rights Act