



**Mark Milbrandt, Sheriff**

**Dave Lunzman, Chief Deputy Sheriff**

**Classification:** PRN Jail/JDC Nurse

**Wage:** Paid per job

**Department:** Sheriff's Department - Jail/JDC

**Reports to:** Jail Nurse and Jail Deputy

**FLSA:** Non-Exempt

**Opening date:** 06/14/2022

**Closing date:** Until filled

## **JOB DESCRIPTION**

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### **Summary/Objective:**

On-call RN adjunct to and in collaboration with the full-time Brown County Sheriff's Office Registered Nurse. This position requires a minimum of 2 years of nursing experience, proficiency in venipuncture, excellent assessment, and critical thinking skills, and autonomy in decision making. All applicants must have the ability to arrive on-site within 30 minutes of being called in.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Respond to life-threatening situations based upon nursing standards and Brown County Sheriff's Office policies, procedures, and protocols.
- Coordinate medical care, including but not limited to, the determination of the need for EMS, Acute Care appointments, and Emergency Room visits.
- Respond to non-emergent routine medical needs of adults and juveniles in the custody of the Brown County Jail and Juvenile Detention Center.
- Respond to routine medical questions or concerns of Brown County Jail and Juvenile Detention Center staff.
- Review Medical Appointment Forms and/or Medical Clearance Forms, sign off, and implement physician's orders.
- Obtain inmate medication which may include contacting pharmacies, physicians, and/or family members.
- Set up inmate medication for administration by trained and certified staff.
- Provide education to inmates regarding diagnoses, treatments, and medications

- Perform venipuncture to obtain Blood Alcohol specimens for the County of Brown, the City of Aberdeen, the State of South Dakota, and any other subdivision located in Brown County, South Dakota.
- Provide any other nursing cares ordered by the physician and/or deemed as necessary by the full-time Brown County Sheriff's Office Registered Nurse.

**Competencies:**

- Stress Management/Composure.
  - o Safety, security, and first aid policies and procedures.
  - o Determining and executing the proper course of action under emergent conditions.
  - o Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Problem Solving/Analysis.
  - o Accurately observing and recording prisoner behavior
  - o Using initiative and independent judgment within established policy guidelines.
- Teamwork Orientation.
  - o Principles and techniques of public relations and customer service, both in person or over the phone.
- Decision Making.
  - o Agency regulations, policies, office administrative processes, and procedures.
- Communication Proficiency.
  - o Communicating effectively in oral and written forms.
  - o Preparing clear and concise written incident reports.
- Technical Capacity.
  - o Use of specified computer applications.
  - o Record keeping principles and practices.

**Supervisory Responsibility:**

- This position has no supervisory responsibilities.

**Work Environment:**

- While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing, or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas using the spoken word.
- Hearing: perceiving the nature of sounds without a major correction.

- Repetitive motions: substantial movements (motions) of the wrists, hands, and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Taste and/or smell.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Moderate Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds; and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects.

**Position Type / Expected Hours of Work:**

- On-call days, nights, and weekends. Hours may vary. Rotating weekends with self/flexible scheduling for all call shifts.

**Travel:**

- Periodic travel within the county is expected for this position.

**Education and Experience:**

- Graduate of an accredited school of nursing.
- Current South Dakota Registered Nurse License or ability to readily obtain an SD state certification as a Registered Nurse.
- Minimum of two years of nursing experience, preferably in the field of corrections.

**Required Certificates, Licenses, and Registrations:**

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- Possess or be able to obtain a valid SD driver's license within 30 days of hire.
- Certified copy of Birth Certificate
- Certified Social Security Card.

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Apply by:**

Submit cover letter and resume or Brown County application to:

- Brown County Sheriff's Office  
22 Court St.  
Aberdeen, SD 57401

or

- Email: [Monica.Hein@browncounty.sd.gov](mailto:Monica.Hein@browncounty.sd.gov)