Pennington County Sheriff’s Office Job Description

**Job Title:** Certified Nurse Practitioner  
**Division:** Jail, CCADP, JSC  
**Reports To:** Sheriff  
**Grade:**  
**FLSA Status:** Exempt  
**Approved Date:** 2/28/12

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**Job Summary**

The Certified Nurse Practitioner (CNP)/Physician Assistant (PA) provides and oversees the appropriate professional medical care and in-facility treatment for the Pennington County Jail, Juvenile Services Center and City/County Alcohol and Drug Programs Facilities. The CNP/PA assists with and directs the day-to-day medical services as required.

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**Essential Duties and Responsibilities**

- Providing medical services to clients, inmates and juveniles
- Providing direction and being available for consultation to facility medical staff
- Conducting on-site weekly/bi-weekly medical clinics as necessary for specified facilities
- Reviewing intake medical histories and ROI’s
- Communicating with outside providers for the continuity of care
- Assisting with high needs/chronic issue inmates 14-day physicals
- Ordering and reviewing medications
- Complying with all applicable work rules and policies
- Participating in staff meetings
- Maintaining patient privacy and confidentiality of medical records and
- Performing additional duties as assigned

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**Minimum Requirements**

- Bachelor’s Degree in Registered Nursing; Master’s Degree as a Nurse Practitioner
- 5 years of experience and/or experience in a related specialty
- SD Driver’s license (w/i 90 days of moving to SD)
- Current SD Board Certification
Working Environment

This job is often performed in a clinic/office environment. The three designated facilities operate 24 hours a day, 7 days a week; therefore outside of typical daytime clinic schedule; the CNP/PA will be available on-call 24 hours a day.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. Data entry and phone operation is required.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.