



## Pennington County

### Charge Nurse

(Exempt C42)

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#### **Position Objective:**

The Charge Nurse is responsible for overseeing daily medical operations serving inmates/detainees/clients at the Pennington County Jail, Western SD Juvenile Services Center and the Addiction Treatment Services locations. The Charge Nurse ensures proper care and treatment of inmates/detainees/clients while maintaining compliance with established standards set by the American Correctional Association (ACA) and SD Department of Human Services.

#### **Essential Functions:**

- Supervises assigned medical staff, assists in the hiring process and training, enforces policy and manages performance through writing annual staff evaluations.
- Assists the support Captain with Minor schedule changes
- Collaborates with the applicable health authorities to ensure the provision of proper health services to clients/detainees/inmates.
- Serves as a liaison to other divisions, medical providers, attorneys, client/detainee/inmate families and outside officials regarding client/detainee/inmate medical care.
- Ensures compliance with the governing standards of the ACA and SD Department of Human Services
- Utilizes program and client/detainee/inmate information and data to plan, organize and implement program changes as required.
- Meets with Sheriff, Chief Deputy and other management staff to discuss policies, procedures and programs that affect the operation of the medical unit and to assist in department wide planning and program development
- Provides training to security staff, to include health assessment, communicable disease, medical condition signs and symptoms, first aide, etc.
- Assists in finding relatable staff education and trainings to meet facility education standards annually.
- Formulates goals and objectives for the medical components of the Jail, Juvenile Services Center and Care Campus.
- Serves as a mentor and mediator for medical staff and assists in conflict resolution between staff members.
- Attends meetings and trainings as required
- Adheres to policies and procedures
- Performs other related duties as assigned.

*This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

#### **Experience and/or Education Required:**

- Graduate of an accredited school of nursing.
- Preference given to those with prior supervisory experience in a medical environment

- One year experience working in a fast-paced environment, diverse duties, and familiarity with compliance standards.
- Minimum of 2 years full time employment in a nursing position with the Pennington County Sheriff's Office
- Current SD registered Nurse License
- Possession of or ability to readily obtain a valid SD Driver's License within 90 days of moving to South Dakota.

**Working Environment:**

Work is typically performed while sitting at a desk or in an exam room in a clinic setting. The Charge Nurse will work in secured correctional and detox facilities allowing the potential for exposure of inappropriate language, smells, gestures and behavior. The Charge Nurse will be subject to set boundaries and care protocols to assist with their safety and security.

**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. Specific vision abilities required by this job include close vision. On occasion, pushing a medication cart is required. When fully loaded, the medication cart weighs approximately 200 pounds.