



Pennington County
Licensed Practical Nurse
(Non-Exempt B23)

Position Objective:

As a part of a larger medical team, the Licensed Practical Nurse (LPN) evaluates inmate/client and provides comprehensive medical care while observing and maintaining the requirements of security within the Pennington County Jail, Care Campus and Western South Dakota Juvenile Services Center. Medical team members provide inmate services in an orderly, respectful, and disciplined manner, consistent with the professionalism expected of all Sheriff's Office employees.

Essential Functions:

- Assessing and identifying health problems of new inmate/client, initiating medical record, and documenting according to facility specifications.
- Assessing and recording vital signs, to include temperature, blood pressure, respirations, pulse rate, oxygen saturation, and body weight.
- Assisting the provider with clinics.
- Administering prescribed treatment and medication to inmate/client at any PCSO facility as needed and medically required within licensing authorization and documenting according to facility specification.
- Recognizing the signs and symptoms of a potentially emergent situation.
- Utilizing knowledge to assist with emergencies.
- Providing sound pharmacology dispensing practice, including drug action, side effects and proper dosage.
- Preparing equipment and assisting physician and/or physician assistant during examination and treatment.
- Educating inmate/client concerning diet, hygiene, and methods of prevention of disease.
- Providing medical update to incoming medical staff prior to shift change.
- Maintaining accountability and properly disposing of all sharps.
- Wearing the designated uniform to signify status as a health care provider.
- Complying with all applicable work rules and policies.
- Participating in staff meetings, in-service training, and maintaining LPN license and CPR certification as required.
- Maintaining patient privacy and confidentiality of medical records.
- Performs related duties.

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:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Current South Dakota Licensed Practical Nurse Certification or ability to readily obtain a SD state certification as a Licensed Practical Nurse.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in an office, stockroom, jail or juvenile center. The employee is exposed to contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Physical Requirements:

This position requires pushing/pulling a medication cart for up to four hours per 8-hour shift. When fully loaded, the medication cart weights approximately 200 pounds. The employee is regularly required to stand, walk, sit, bend, and reach. Specific vision abilities required by this job include close vision. Data entry and operation of a phone is required.