



Pennington County  
Registered Nurse  
(Non-Exempt B25)

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**Position Objective:**

As a part of a larger medical team, the Registered Nurse evaluates inmates /clients and provides comprehensive medical care while observing and maintaining security requirements within the Addiction Treatment Services, Pennington County Jail, and Western SD Juvenile Services Center secured facilities. Medical team members provide medical services in an orderly, respectful, and disciplined manner, consistent with the professionalism expected of all Sheriff's Office employees.

**Essential Functions:**

- Assesses and identifies the health problems of new inmates/clients; initiates medical records; documents findings.
- Administers prescribed treatment and medication as needed and medically required within licensing authorization.
- Prioritizes inmate/client medical needs and assigns staff as needed.
- Establishes patient care plans.
- Reviews medications, intakes and sick calls.
- Participates in decision making regarding client/inmate medical care including the need for transfer to outside medical care; confers with medical providers as needed.
- Prepares equipment and assists physician or physician's assistant during examination and treatment.
- Educates clients/inmates concerning diet, hygiene, and disease prevention.
- Meets with Charge Nurse to review medical services administered to inmates/clients.
- Serves as a Charge Nurse in their absence as assigned.
- Provides medical updates to incoming medical staff prior to shift change.
- Responds to emergency situations and takes charge until off-site emergency personnel arrive.
- Participates in staff meetings and in-service training; maintains RN license and other certifications as required.
- Completes inventory of medical supplies and equipment.
- Attends meetings and trainings as assigned.
- 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:**

- Graduate of an accredited school of nursing.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Current South Dakota Registered Nurse License or ability to readily obtain a SD state certification as a Registered 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.