

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/18

CLOSING DATE: 07/18/18 (4:30 PM)

SCDC INTERNAL TITLE: HEAD NURSE SCDC POSITION #: 012140
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: KERSHAW CORRECTIONAL INSTITUTION, KERSHAW (LANCASTER) LEVEL 2

STATE JOB TITLE: REGISTERED NURSE II STATE JOB CLASS: EA30
PAY BAND/LEVEL: 07 A
BAND: 07 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: \$ 048622 - \$ 062808 SCEIS POSITION #: 61020023

MINIMUM AND ADDITIONAL REQUIREMENTS:

GRADUATION FROM AN ACCREDITED SCHOOL OF NURSING AND
RELATED NURSING EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE

DESCRIPTION OF DUTIES:

RESPONSIBLE FOR DAILY SUPERVISION OF THE HEALTH CARE ACTIVITIES (SICK CALL, MEDICATION ADMINISTRATION, ETC.) WITHIN ASSIGNED CLINICAL AREA. MONITORS QUALITY OF DAILY PATIENT CARE ON A 24 HOUR/7 DAY WEEK CONTINUUM. PLANS AND COORDINATES WITH DIRECTOR OF NURSING I THE ACTIVITIES REQUIRED TO MEET INMATE HEALTH CARE NEEDS IN A MEDICAL CLINIC/INFIRMARY INCLUDING MENTAL HEALTH, DENTAL SERVICES, AND EMERGENCY CARE AFTER NORMAL OPERATIONAL HOURS. ASSISTS WITH DAILY OPERATION OF THE CLINIC (I.E., SICK CALL, MEDICATION ADMINISTRATION, TREATMENTS, EMERGENCIES, ETC.); DOCUMENTS/SUPERVISES DOCUMENTATION OF MEDICAL RECORDS, MAINTAINING CONFIDENTIALITY. COORDINATES ADMISSIONS OR APPOINTMENTS WITH APPROPRIATE FACILITY AND PROVIDES APPROPRIATE DOCUMENTATION. ASSISTS CLINIC DON I WITH PROVIDING HEALTH EDUCATION FOR INMATES AND STAFF. INTERFACES WITH PHYSICIANS, SECURITY, INSTITUTIONAL ADMINISTRATIVE AND SUPPORT SERVICES, AND DIVISIONAL ADMINISTRATION, ACTING AS ROLE MODEL TO STAFF.