SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/14/17 CLOSING DATE: 07/21/17 (4:30 PM)

SCDC INTERNAL TITLE: HLTH CARE AUTH SCDC POSITION #: 013886
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: CAMILLE GRAHAM CORRECTIONAL INST., COLUMBIA (RICHLAND) LEVEL 2

STATE JOB TITLE: NURSE ADMINISTRATOR/MGR II STATE JOB CLASS: EA80
PAY BAND/LEVEL: 08 D
BAND: 08 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: $ 066550 - $ 085914 SCEIS POSITION #: 61019275

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 HUMAN RESOURCES). A BACHELOR'S DEGREE IN NURSING AND FOUR (4) YEARS EXPERIENCE AS A REGISTERED NURSE, INCLUDING (2) YEARS OF SUPERVISORY NURSING EXPERIENCE; OR AN ASSOCIATE DEGREE IN NURSING AND SIX (6) YEARS EXPERIENCE AS A REGISTERED NURSE, INCLUDING TWO (2) YEARS SUPERVISORY NURSING EXPERIENCE.

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 (DON) THE ACTIVITIES REQUIRED TO MEET INMATE HEALTH CARE NEEDS IN A MEDICAL CLINIC/INFIRMARY INCLUDING MENTAL HEALTH, DENTAL SERVICES, EMERGENCY CARE AFTER NORMAL OPERATIONAL HOURS; ASSISTS WITH DAILY OPERATION OF THE CLINIC (I.E., SICK CALL, MEDICATION ADMINISTRATION, TREATMENTS, EMERGENCIES, ETC.); DOCUMENTS AND SUPERVISES DOCUMENTATION ON MEDICAL RECORDS, MAINTAINING CONFIDENTIALITY; COORDINATES ADMISSIONS OR APPOINTMENTS WITH APPROPRIATE FACILITY AND PROVIDES APPROPRIATE DOCUMENTATION; ASSISTS CLINIC DON 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.
COMMENTS:
PLEASE SUBMIT RESUME.