

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

CLOSING DATE: 10/17/17 (4:30 PM)

SCDC INTERNAL TITLE: HLTH CARE AUTH III SCDC POSITION #: 012414
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

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 #: 61021898

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). BACHELOR'S DEGREE IN NURSING AND FOUR (4) YEARS
EXPERIENCE AS A REGISTERED NURSE, INCLUDING TWO (2) YEARS 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.