

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 06/30/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: HEAD NURSE SCDC POSITION #: 017045  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: REGISTERED NURSE II STATE JOB CLASS: EA30  
PAY BAND/LEVEL: 07 A  
BAND: 07 SPECIAL INCENTIVE: YES  
HIRING SALARY RANGE: \$ 048622 - \$ 062809 SCEIS POSITION #: 61017580

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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). TWO (2) YEARS EXPERIENCE AS A REGISTERED NURSE  
WITH SIX (6) MONTHS IN A SUPERVISORY CAPACITY. LICENSED AS A  
REGISTERED NURSE BY THE SOUTH CAROLINA BOARD OF NURSING.

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 THE HEALTH CARE AUTHORITY WITH  
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 HCA WITH PROVIDING HEALTH EDUCATION  
FOR INMATES AND STAFF. INTERFACES WITH PHYSICIANS, SECURITY,  
INSTITUTIONAL/DIVISIONAL ADMINISTRATION AND SUPPORT SERVICES. FUNCTION  
AS SUPPORT STAFF TO HCA WITH SCHEDULING/SHIFT COVERAGE AS NEEDED.

COMMENTS:  
PLEASE SUBMIT RESUME! UNTIL FILLED  
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