SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/20/16 CLOSING DATE: 12/30/16 (4:30 PM)

SCDC INTERNAL TITLE: HEAD NURSE SCDC POSITION #: 013861
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: MENTAL HEALTH, COLUMBIA (RICHLAND)

STATE JOB TITLE: REGISTERED NURSE II STATE JOB CLASS: EA30
PAY BAND/LEVEL: 07 A
BAND: 07 SALARY RANGE $ 048622 - $ 089956 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 048622 - $ 062808 SCEIS POSITION #: 61017701

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 POSITION.

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! OPEN UNTIL FILLED.