



CAREER OPPORTUNITY

Job Title: Jail Charge Nurse- Full Time
Department: Sheriff/Jail
Reports To: Jail Administrator and/or Jail Superintendent
Location: 405 Randle, Edwardsville, IL 62025
Starting Salary: Madison County AFSCME Pay Step Plan Grade15- \$31.03/hr
Hours of Work: General Monday through Friday 7:00a.m. To 3:00p.m.
1 weekend per month per rotation
Possible coverage flex 6:00a.m. To 2:00p.m.
Closing Date: December 14, 2018

QUALIFICATIONS

- Graduation from an accredited School of Nursing R.N., 2 year Associate Degree, or 4 year degree program
- 2 years' work experience preferred.
- Licensed by the State of Illinois in their respective graduate program.
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Monitor activities and procedures for compliance with rules, regulations, and standards administered by Illinois Department of Corrections.
- Serve as a lead worker, overseeing the work flow.
- Coordinate and evaluate delivery of services to meet agency objectives.
- Infirmary scheduling.
- Reviews and updates standing orders and infirmary procedures.
- Performs medical screening and examination of all new inmates according to D.O.C. regulations.
- Holds a daily sick call for any and all inmates needing medical attention according to D.O.C. regulations (i.e.), takes blood pressure, changes/applies dressings, and starts medications according to protocol or doctors' orders).
- Utilizes good charting skills in order to maintain and update inmate medical records.
- Uses excellent knowledge of medications and their purposes in order to dispense inmate medications for a 24 hour period.
- Assists in medication record keeping and ordering of stock medications in a cost effective and efficient manner.
- Assists in setting up for doctor's sick call and addressing the doctor's needs during sick call.
- Draws blood for various tests and assists the Madison County Court system, with blood draws, if needed.
- Utilizes excellent judgment skills and well-defined assessment skills in the ability to recognize true medical problems, conditions and emergencies.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Qualified individuals please submit resume and applications to:

Jaimie Linton, Madison County Sheriff's Department, 405 Randle, Edwardsville, IL 62025, - or jmlinton@co.madison.il.us

Visit <http://www.co.madison.il.us/jobs> for application and full posting.