**Jail Nurse RN/LPN**

The Burleigh County Human Resource Department will be accepting applications from **February 5, 2015 until February 19, 2015** for the position of a Jail Nurse RN/LPN available in the Burleigh County Detention Center.

**Salary Grade:** RN (9) LPN (7)  
**Starting Salary:** Grade 9: $51,046-$56,859  
Grade 7: $43,705-$48,691  
**Number of Openings:** 1 (one)  
**Type of Recruitment:** Internal/External

**Minimum Qualifications:**
- Must be U S Citizen, 18 years of age or older; high school graduate or GED certified.
- Graduation from an Accredited School of Nursing.
- Preference to those who have nursing experience in a correctional facility.
- Must have a current ND RN/LPN unencumbered License.
- Must possess a valid driver’s license with no serious traffic violations, no felony or misdemeanor convictions.

**Typical Work Schedule:** Monday through Friday evening hours with some flexibility (responsible for the 9:00 PM med pass)

**Essential Duties and Responsibilities:**
- Perform sick call duties on a daily basis.
- Perform medication passes.
- Ability to interact with high-risk inmates within the Detention Center on a one on one basis with no Detention officer present.
- Conduct health assessments, lab draws and communicable disease screenings.
- Provides nursing services, treatments and diagnostic and preventive procedures appropriate for inmate care and safety; interprets physicians’ orders; administers prescribed medication; applies surgical dressings and bandages; provides emergency first aid care; checks and records vital signs; instructs inmates concerning discharge planning; observes signs and symptoms during sick call; reports reactions to treatments and medications as well as changes in the inmates’ emotional or physical condition.
- Under the supervision of the Jail Nurse Supervisor directs and guides patient teaching and activities that commensurate with his/her education and demonstrated competencies.
- Serving as a liaison with medical providers to schedule outside medical appointments regarding the medical care of the inmate populations.
- Assisting in the tracking of equipment and supply needs.
- Maintains accurate medical records of inmates in the Detention Center.
- Respond to emergencies throughout the facility; injury and illness; performs CPR when needed.
- Perform crisis intervention functions, suicide prevention, recognizing abnormal behavior and taking appropriate action.
- Refer to or consult with other health providers in person and on the phone.
- Notify supervisor and complete written report for any medical or security incidents.
How to Apply:

**Tip to Applicants:** Read and follow the instructions on the Vacancy Announcement, the application, and any other requested item before completing and submitting your application packet.

- Applicants must apply and register at the following address: [http://burleighco.com/jobs/](http://burleighco.com/jobs/).
- Applicants must also provide,
  1. Resume;
  2. Three (3) professional references;
  3. Cover letter that clearly explains how the applicant’s work experience is related to the description of essential duties and responsibilities, minimum qualifications, and level of work experience. Applications must be submitted online by the closing date. All other required documents must be submitted to Burleigh County Human Resources, 316 N. 5th St. Ste 106, PO Box 5518, Bismarck, ND 58506-5518 or e-mailed to: danielson@nd.gov by the closing date listed. Failure to apply online and send required documents will result in your application not being considered further. Telephone number: (701) 222-6669. Fax number: (701) 221-3395.
- We only accept applications online. **We no longer accept paper applications.** We do not receive or accept general employment applications. Applicants must apply for a specific position within the County to be considered for that position. Some positions require testing to be completed at Job Service North Dakota. All Job Service North Dakota locations or Burleigh County’s Human Resource office can assist you with completing your online application.
- Applicants who are residents of North Dakota and eligible to claim veteran’s preference must include Form DD214. Claims for disabled veteran’s preferences must also include Form DD214 and a letter less than one year old from the Department of Veterans Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran’s Affairs indicating disability, or the veteran’s death certificate.
- People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Burleigh County Human Resources at 701-222-6669.

**Equal Opportunity Employer:**
The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.