

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/30/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: HEAD NURSE SDCDC 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

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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