

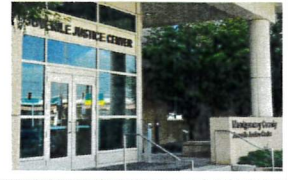


## Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



**Job Title:** Registered Nurse Supervisor

**Department:** CAS

**Posting Closing:** Until Filled

**Position Location:** 333 Access Rd New Lebanon, OH 45345

**Job Type:** Full-time

**Salary:** \$36.40/hr

**Shift:** 1st

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave and Personal Leave;

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

Provides direct nursing services for detained juveniles. Assists contractual physician with patient care activities and performs skilled nursing duties. Examines sick youth or those complaining of medical injuries or conditions. Administers first aid to resident youth and staff where skilled nursing care is needed. Serves on-call to give direction to non-medical staff regarding care of youth requiring medical attention.

Supervises, coordinates and provides direct nursing services as ordered by physician and in accordance with standard nursing practice. Provides 24 hour on-call availability.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### **QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: a Nursing Degree from an accredited college and possession of required licenses and certification, with three years prior nursing experience, inclusive of coursework or work experience in supervision.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: [hr@mcjcoho.org](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

<b>CLASSIFICATION TITLE:</b> Registered Nurse Supervisor
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<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>CIVIL SERVICE STATUS</b>	Non-Classified	<b>REPORTS TO</b>	Program Manager
<b>PAY GRADE</b>	A28	<b>WORK SCHEDULE</b>	40 hours per week
		<b>DEPARTMENT</b>	CAS

#### DISTINGUISHING JOB CHARACTERISTICS

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Supervises, coordinates and provides direct nursing services as ordered by physician and in accordance with standard nursing practice. Provides 24 hour on-call availability.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

Assesses youth physical condition and determines needs in conjunction with physician examination, and determines appropriateness for detention. Assists physicians with conducting physical examinations, medical and surgical procedures, follow-up and care.

Dispenses, accounts for, and administers medications under the order of prescribing physician. Verifies medications and consults pharmacies regarding count, side effects and other related matters.

Supervises Licensed Practical Nurses in performance of job duties and responsibilities. Assigns work, plans priorities, reviews medical procedures, and ensures work complies with established nursing practices and standards.

Coordinates referrals of detained juveniles to alternate medical treatment facilities and specialists. Schedules and coordinates physician recommendations for follow-up care including optical, dental, surgical and other medical needs. Maintains contact with contracted physician regarding medical issues, problems, follows up, and coordinates with orders of youth's personal physicians.

Completes pre-physical or discharge summaries on youth leaving facility for placement.

Writes progress notes to doctor, dentist or psychiatrist and sends information pertaining to medications.

Maintains infection control procedures throughout facility and implements medical isolation as necessary.

Conducts educational programs for residents and staff regarding health, drug abuse, sexually transmitted diseases and other personal health matters. Ensures that staff fulfills required CPR and first aid training and procedures. Teaches staff about medical issues and procedures. Oversees, formulates, revises and implements medical policy and procedures.

Maintains records pertaining to resident health and medical care. Prepares medical and hospital reports on a monthly, quarterly, annual basis. Forwards records to attending physician or other placements. Charts pertinent medical data pertaining to youth medical conditions and treatments.

Confers with dietary staff regarding youth's special dietary needs and allergies.

Orders, stocks and inventories routine medications, supplies, prescriptions and controlled drugs.

#### OTHER DUTIES AND RESPONSIBILITIES

##### SCOPE OF SUPERVISION

Licensed Practical Nurses; functional supervision over staff regarding medical matters and procedure.

##### EQUIPMENT OPERATED

Thermometer; blood pressure apparatus; Glucometer; syringes and needles; scales; other nursing instruments; computer; telephone; fax machine; other general office equipment.

##### CONTACTS WITH OTHERS

Youth; parents; hospital and other medical health care providers; teachers; mental health professionals; physicians; law enforcement officers; court officials; pharmacists;

##### CONFIDENTIAL DATA

Youth, hospital, mental health, court, and other medical records.

### WORKING CONDITIONS

Good working conditions but with exposure to communicable diseases. Exposure to STI including AIDS and other blood borne pathogens. Exposure to potentially violent juveniles.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee frequently stands and sits for periods of time and uses hands to hold and control medical equipment. The employee exhibits usual vision demands, with occasional attention to detail, and little or no long distance requirements. The employee may rarely have to move or lift persons of varying weights.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Nursing theory, practice and procedures; pharmacology, medication dosage, administration and side affects; anatomy; physiology; diseases; health maintenance; basic psychology; supervisory principles.

**Ability to:** apply supervisory principles and nursing practice to practical situations; relate effectively to troubled youth; develop and maintain effective working relationships with associates, youth, parents, health professionals and general public.

**Skill in:** skilled nursing care; utilization of nursing instruments and medical equipment; First Aid; CPR; maintaining medical records.

### QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: a Nursing Degree from an accredited college and possession of required licenses and certification, with three years prior nursing experience, inclusive of coursework or work experience in supervision.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

### LICENSURE OR CERTIFICATION REQUIREMENTS

Ohio State Board of Nursing License; Certification in First Aid and CPR.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.