



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Licensed Practical Nurse

**Department:** CAS

**Posting Closing:** Until Filled

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

**Job Type:** Full-time

**Salary:** \$28.78/hr

**Shift:** M-F 2pm-10pm

### **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 as ordered by the physician and register nurse supervisor in accordance with standard nursing practice. Provides general medical care to youth confined in a detention facility.

**“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 college degree from an accredited LPN program, with possession of required licenses and certifications, and 3 years LPN experience.

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

|                       |                          |
|-----------------------|--------------------------|
| CLASSIFICATION TITLE: | Licensed Practical Nurse |
|-----------------------|--------------------------|

|                      |                |                   |                             |
|----------------------|----------------|-------------------|-----------------------------|
| FLSA STATUS          | Exempt         | EMPLOYMENT STATUS | Full-time                   |
| EXEMPTION TYPE       | Professional   | REPORTS TO        | Registered Nurse Supervisor |
| CIVIL SERVICE STATUS | Non-Classified | WORK SCHEDULE     | 40 hours per week           |
| PAY GRADE            | A25            | DEPARTMENT        | CAS                         |

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#### 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.*

Provides day-to-day medical services to youth confined in a detention facility. 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 youth and staff where skilled nursing care is needed.

Assesses youth physical condition and determines needs in conjunction with physician examination, and determines appropriateness for detainment. Assists physicians with the conduct of physical examinations, and 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. Count medication upon receipt to verify number of pills received.

Coordinates referrals of detained youth 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 and problems and follows, 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.

Completes admission screenings and forms. Assesses youth and makes determinations as to whether youth should be sent to detention, hospital, or release.

Completes Department of Youth Service forms. Maintain the integrity of all policy and procedures, operations manual.

Maintains records pertaining to resident health and medical care. Charts pertinent medical data pertaining to youth medical conditions and treatments.

#### OTHER DUTIES AND RESPONSIBILITIES

Perform other duties as assigned.

#### SCOPE OF SUPERVISION

Functional supervision over staff regarding medical matters and procedure.

#### EQUIPMENT OPERATED

Thermometer; Blood Pressure Apparatus; Oxygen Tank; Glucometer; Syringes and Needles; Scales; other Nursing Instruments; medical carts; Two-Way Radio and Man-Down Unit; Room Monitoring Equipment; 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; ministers; social workers; court officials; pharmacists; attorneys; general public.

#### CONFIDENTIAL DATA

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

#### WORKING CONDITIONS

Good working conditions but with exposure to communicable diseases. Exposure to STD 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 during emergency situations may have to traverse up and down

stairs, stands for one or two hours at a time, bending, walking and running. 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.

**Ability to:** apply 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 college degree from an accredited LPN program, with possession of required licenses and certifications, and 3 years LPN experience.

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#### LICENSURE OR CERTIFICATION REQUIREMENTS

Current Ohio State License to practice; 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.**

**I have read the above job description and fully understand my responsibilities.**

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_