

**Community Supervision and Corrections Department
Community Corrections Facility**

Job Description

Job Title: Registered Nurse

Reports to: Facility Director

Supervises: None

Education - Required: High school diploma or GED and Registered Nurse (license)

Experience - Required: Two (2) years experience in assessing and delivering direct medical care services

Job Duties:

- Responsible for the assessment and monitoring of the daily medical needs of each resident
- Arrange for annual TB screening for staff
- Assess the level of medical needs of residents, be responsible for scheduling medical appointments for each resident
- Be responsible for monitoring the daily distribution of medications to each resident, ensure that all resident medications are not abused
- Custodian of all resident and facility staff medical records, ensure confidentiality of those records
- Be on-call to review resident medical situations after hours
- Assist in any resident or staff medical emergency at the facility or related sites
- Coordinate the ordering and delivery of prescribed medications
- Maintain chronological record of medical assistance/medical counseling provided to residents
- Must possess a valid Texas Driver's License
- Must have a telephone number at which he/she can be reached
- Must possess and maintain personal Texas automobile liability insurance
- Perform other duties as requested by Supervisors

Qualifications: To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:

- a. Must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp,

pull, bend repeatedly, identify colors, write, count, speak, analyze, alphabetize, lift and carry 35 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

b. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, traveling by car, van, bus and airplane.

c. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.

Certifications, licenses, registrations, or diplomas: Must show proof of high school diploma and current RN license.