GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position provides basic medical care and treatment to juveniles detained in the residential programs of the Department of Juvenile Services. Reports to the Registered Nurse.

ESSENTIAL JOB FUNCTIONS

Follows established medical protocol to provide basic medical care and treatment to juveniles to include assessing individual medical complaints, and administering appropriate treatment within current protocol; makes medical assessments as to the type and urgency of care needed; contacts registered nurse or physician for assistance as needed. Ensures proper dispersion of prescription medications in accordance with the State Board of Pharmacy guidelines.

Assists physician and registered nurse with coordination of juvenile care and treatment with other medical facilities including hospital emergency rooms and private physicians. Assists detention counselors during medical emergencies to determine the appropriate medical response. Interacts with outside agencies, internal and external medical personnel, courts, parents and others to coordinate and report on medical treatment.

Maintains a medical record on each juvenile that includes medical history, current physical and mental status, immunization record, and history of communicable diseases; maintains daily records of medication and treatment administered; ensures compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Develops, coordinates, and conducts training curriculum based on training needs such as First Aid/CPR.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.
REQUIRED KNOWLEDGE

- **Healthcare** – Knowledge of practical nursing theory, standard nursing protocol, state regulations, and the legal implications of nursing practice. Knowledge of basic nursing principles, standards, practices, and techniques including basic body systems/functions and related medical assessment techniques. Knowledge of medications, their uses, and potential adverse effects, including narcotics, mood altering, and behavior control drugs. Knowledge of local healthcare facilities and resources, including but not limited to local hospitals, mental health agencies, and private physicians.
- **Training** – Knowledge of the principles, techniques and methods of adult education and training.

REQUIRED SKILLS

- **Critical Thinking** – Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- **Time Management** - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.

REQUIRED ABILITIES

- **Nursing** – Ability to recognize, assess, and apply basic practical nursing techniques and procedures to respond to medical complaints and critical medical situations in accordance with recognized policies.
- **Communication** - Excellent ability to communicate complex ideas and medical protocol effectively so others will understand to include preparation of reports, medical records, and policies. Ability to handle a variety of medical issues with tact and diplomacy and in a confidential manner.
- **Customer Service** – Ability to manage difficult or emotional situations; responds promptly to customer needs; solicits customer feedback to improve services.

EDUCATION AND EXPERIENCE

Requires graduation from an accredited school of professional nursing and 1-3 years experience in providing medical care and treatment for various types of illnesses and injuries. Experience in an adolescent or psychiatric nursing environment preferred.

ADDITIONAL REQUIREMENTS

An acceptable comprehensive background investigation to include a local, state, and sex offender criminal history check as well as FBI Fingerprinting; a valid driver’s license with an acceptable driving record.

This position requires pre-employment substance abuse testing, and is subject to random alcohol and controlled substance testing.
Individuals in this job classification cannot be listed as having a child abuse or neglect complaint.

A valid license issued by the Commonwealth of Virginia as a Licensed Practical Nurse (LPN), certification in CPR and multi-media First Aid.

**ENVIRONMENTAL HAZARDS**

May risk exposure to communicable diseases including blood and air-borne pathogens.

**PHYSICAL AND DEXTERITY REQUIREMENTS**

Light to medium work that involves sitting most of the time, but may involve walking, standing, stooping, and lifting which also includes exerting between 20 to 40 pounds of force on an occasional basis. Considerable skill and adeptness required in the use of the fingers, hands or limbs in tasks involving close tolerances or limit of accuracy.

**SENSORY REQUIREMENTS**

Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, and texture perception.