GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position provides comprehensive, professional nursing care to juveniles detained in the residential programs of the Department of Juvenile Services. Reports to the Assistant Director.

ESSENTIAL JOB FUNCTIONS

Provides medical treatment to juveniles in secure detention to include assessing individual medical complaints and administering appropriate treatment within current medical practice guidelines to include prescribing appropriate medication. Performs daily sick calls. Coordinates juveniles’ special dietary needs with dietary personnel for conditions such as diabetes; ensures facility personnel are aware of and properly trained with regard to dietary needs/restrictions. Ensures proper dispersion and destruction of unused prescription medications in accordance with the State Board of Pharmacy guidelines and completes the necessary documentation.

Assists the facility doctor with performing physical examinations on all juveniles including a basic physical assessment of all systems, mental status examination, substance abuse and potential for suicide assessments, vision testing, and a summary of findings with recommendations for follow-up care. Stipulates any physical limitations.

Makes referrals to local health agencies including hospital emergency rooms and private physicians; arranges for transport of juveniles to outside appointments, such as doctor and dental appointments; provides for continuity of care when juveniles are released to other facilities. Serves as primary liaison to hospitals, mental health facilities, detention facilities, pharmacies, medical supply companies, health insurance companies, and local health department.

Responsible for the effective supervision and administration of the Medical Services Branch including training, performance management, employee relations, prioritizing and assigning work and related activities. Instructs and supervises non-medical staff in areas of administering medication and treatments that are ordered on a 24-hour basis.

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). Maintains insurance records for juveniles who have been treated by an outside medical facility.

Assists detention counselors during medical emergencies to determine the appropriate medical response.
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 professional 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.
- **Supervision** - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

**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.
- **Training** – Ability to instruct and train medical and non-medical personnel on basic medical techniques such as administering medication and treatments, hazardous materials, and emergency response.

**REQUIRED ABILITIES**

- **Nursing** – Ability to recognize, assess, and apply basic nursing techniques and procedures to respond to medical complaints and critical medical situations in accordance with recognized policies. Utilizes medical reference books and manuals to research medication and treatment protocol as needed.
- **Coordination of Work** – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- **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.
EDUCATION AND EXPERIENCE

Requires graduation from an accredited school of professional nursing and 3-5 years experience in providing medical care and treatment for various types of illnesses and injuries, or an equivalent combination of education and experience. Supervisory experience and/or 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 medical evaluation, PPD, and substance abuse testing and is subject to random alcohol and controlled substance testing.

Individuals in this job classification cannot be listed with any state's Department of Social Services as having child abuse or neglect complaint.

Requires a valid license issued by the Commonwealth of Virginia as a Registered Nurse (RN). Certification as a CPR and First Aid Instructor is preferred.

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.