



BAY COUNTY SHERIFF'S OFFICE

JAIL FACILITY

5700 Star Lane, Panama City, Florida 32404
Jail: (850) 785-5245 Fax: (850) 769-7376



POSITION VACANCY ANNOUNCEMENT

POSITION: LICENSED PRACTICAL NURSE - FULL & PART-TIME POSITIONS

POSITION VACANCY

The Bay County Sheriff's Office Jail Facility is currently accepting applications for Full and Part Time Licensed Practical Nurses. Work location will be at the Bay County Sheriff's Office Jail Facility, 5700 Star Lane. The compensation for this position is \$25.28 per hour for part-time, \$58,542 (Day Shift) for full-time with scheduled built-in overtime and \$60,742 (Night Shifts) with scheduled built-in overtime.

BENEFITS

Retirement through the Florida State Retirement system for all employees. \$150,000 intentional act death and \$50,000 occupational accidental death insurance. For full-time employees: eighty hours of paid holiday leave per year. Ninety-six hours of paid sick leave per year. Sick leave incentive: no use of sick leave in a calendar year earns an extra sixteen hours of vacation leave. Ninety-six hours of paid vacation leave per year. 240 hours of paid military leave per year. Uniforms and equipment furnished. Major medical/dental and vision coverage (including family). Optional Cafeteria Plan. Optional additional insurance coverage. Affiliation with Tyndall Federal Credit Union and various banks. Covered under Career Protection Act.

ILLUSTRATIVE DUTIES

The successful applicant should be able to perform ALL of the following functions at a pace and level or performance consistent with the actual job performance requirements.

Apply appropriate nursing skills in the care and treatment of inmates. Attend sick call with the physician to see inmates; prepare a list of inmates to be examined; prepare examining room and equipment. Operate pill call, dispense medication and document as required by applicable policies and/or procedures. Control medication, syringes and other medical supplies or equipment and inventory as required by established procedures. Perform emergency procedures as needed and call the physician for treatment orders. Keep equipment and work area clean; utilize appropriate sanitation methods. Document and report activities in accordance with established policies and/or procedures including medical file documentation.

Assist supervisor with evaluating the provision of all medical services to prevent the inappropriate use or duplication of those services. Maintain absolute security and confidentiality of all medical records. Closely monitor all potential catastrophic illnesses. Recommend methods of improving operational efficiency and cost effectiveness of health-related services. Comply with all applicable pharmacy laws, especially those covering controlled substances. Inspect the medical unit for items that could be used as contraband by inmates; securely store or safely dispose of supplies and equipment. Read, comprehend, and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions and commitment orders. Communicate effectively and coherently to administration, staff, inmates, visitors, and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. Attend scheduled staff meetings, promote

communications and the proper flow of relevant information in the medical unit. Help evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff. Facilitate professional accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services. Help prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies. Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts. Help initiate and complete investigations and inquiries with accuracy, as directed, by gathering information and evidence, interviewing, and obtaining the statements; exercise independent judgment by determining when probable cause exists to recommend or take disciplinary action. Reliably and repetitively identify inmates by visual means. Engage in functions in confined areas to include working rotating shifts and physically checking the doors, windows, and other areas to verify they are secure. Be aware that verbal abuse may be present with the hostile views and opinions of inmates and others encountered in an antagonistic environment. Perform rescue functions at accidents, emergencies, and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas. Take appropriate action to prevent or diffuse potentially disruptive situations. Establish and maintain effective working relations with others and handle difficult interpersonal contacts. Define problems, collect data, establish facts, and draw valid conclusions. Always remain alert and react quickly, efficiently, and calmly in emergencies and other high stress situations.

NOTE: These are illustrative duties. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

(1) High school diploma, GED certification or equivalent or greater. (2) Must be a Licensed Practical Nurse in the State of Florida. (3) A valid Florida driver's license is required. (4) Clean criminal background.

RESPONSE

Individuals interested in this position are **required** to submit the following:

(1) A Bay County Sheriff's Office Application available through the Personnel Section, 5700 Star Lane, Panama City, FL 32404 or at www.bayso.org. (2) Must complete and include all documentation requested within the application. Those individuals with applications on file must update and resubmit. All applications shall be submitted to the Personnel Section.

ADDITIONAL INQUIRY

Any questions regarding this VACANCY ANNOUNCEMENT should be made to the Personnel Section, at **(850) 215-5599 or 215-5097**.

**THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE**