



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	License Practical Nurse (Part-time Pool)
<b>DEPARTMENT.....:</b>	Terrebonne Parish Juvenile Detention Center
<b>DIVISION.....:</b>	Medical
<b>CLASSIFICATION/GRADE.....:</b>	License Practical Nurse /206
<b>REVISED.....:</b>	11/2016
<b>REPORTS TO.....:</b>	Nurse RN
<b>REVIEWED.....:</b>	11/2016
<b>WAGES.....:</b>	Hourly

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### **SUMMARY:**

Take part in daily sick call, treatments, consultations and referrals as deemed necessary. Assist and formulate daily treatment triage. Assure that all medication-dispensing guidelines are in place, understood and being carried out. Order medications and supplies as needed. Work closely with local pharmacies and vendors, using generic medications whenever possible. Maintain a clean, sanitary and safe workplace. Insure that compliance with regulations and guidelines relative to Bloodborne/Airborne Pathogens protection, and that disposal of all contaminates are in compliance with State and Parish guidelines.

### **BASIC FUNCTIONS:**

1. Assist in providing the health care needs of all residents housed in the Terrebonne Parish Juvenile Detention Center.
2. Assist the Medical Director (Medical Authority) and Registered Nurse/Medical Administrator with any administrative duties as directed.
3. Review all medical charts of residents being seen for routine sickcall and/or doctor referrals.
4. Be responsible for ordering new inmate medications and supplies when required.
5. Work closely with the facility Shift Commander relative to resident movement both in-house and outside referrals and appointments.
6. Dispense and document any medications in a manner that is consistent with proper protocol.
7. Maintain a close working relationship with all employees and support facilities.
8. Learn to operate the control boards to assist when needed.

### **OTHER REQUIREMENTS:**

1. Ensure thorough and proper Medical Records keeping. Purge inactive medical files frequently and review all charts of residents seen and/or incarcerated daily.
2. Follow safe work practices, proper use of medical equipment, labeling of medications, administration of the same and disposal of medical wastes and contaminates.
3. Provide records and reports as directed by the Medical Director (Medical Authority) and Registered Nurse/Medical Administrator.
4. Advise the Medical Director (Medical Authority) and Registered Nurse/Medical Administrator of any inmate requiring a classification as a *medical risk*. Make recommendations relative to appropriate housing considerations.
5. Any and all additional duties as directed by the Medical Director and or facility director.

**EDUCATION EXPERIENCE:**

1. **Must be a Licensed Practical Nurse licensed within the State of Louisiana, and in good standing with the Louisiana State Board of Nursing.**
2. Must be able to supervise other Health Care professionals.
3. Must have good communications skills.
4. Should have some computer skills.
5. **Demonstrate** a strong desire to work **with troubled youth** in an energetic and positive manner.
6. The candidate shall clear a criminal background check conducted by the Louisiana State Police and pass a drug screen.

**HOURS BEING SOUGHT:**

M-F: 6:00 am - 10:00 am

Holidays and Weekends

Evening 6:00 pm – 10:00 pm