



## Human Resources

949 West Alameda Street, Santa Fe, NM 87501  
Phone: 505-992-9880 Fax: 992-9895  
Email: [www.santafecountynm.gov](http://www.santafecountynm.gov)

**Job Title: Registered Nurse**

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<b>Department/Division:</b>	<b>Corrections</b>		
<b>Salary:</b>	<b>\$25.7764/hr - \$38.6646/hr</b>	<b>Range:</b>	<b>41</b>
<b>Position Status:</b>	<b>Full-Time/ Classified</b>		
<b>FLSA Status:</b>	<b>Non-Exempt</b>		
<b>Closing Date:</b>	<b>January 31, 2017</b>		
<b>Job #:</b>	<b>01-2017-008</b>		

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### Primary Purpose:

Under the supervision of the facility's Registered Nurse Administrator and the supervising physician, performs a variety of routine, non-emergency medical duties for the purpose of initial screening of new arrivals and diagnosis of ongoing and new medical problems.

### Essential Job Functions:

- Monitor disbursement of medications as directed by the facility physician to ensure they are administered in accordance with standing orders. Inventory medical supplies needed for sick call. Submit requisitions for replacements and additional supplies as required by the facility physician so supplies will be on hand when needed.
- Conduct brief medical screening on each new arrival within 24 hours of admission. Complete medical information forms and keep on file to ensure the staff has information available to safely provide for residents' physical needs. Schedule new arrivals for physical examination by the facility physician. Notify the Nurse Administrator of any unusual or contagious health problems so that the spreading of contagious infections or diseases is contained.
- Conduct in-house sick call under the direction of the facility physician and make recommendations as appropriate to excuse the inmate from the schedule to see the facility physician to insure the health and safety of the resident is maintained. Under the guidance of the Nurse Administrator and the facility physician, provide in-service training to staff regarding emergency medical procedures, administering

medications, etc., so the health and well-being of the residents is maintained and contract requirements are met.

- Establish and maintain confidential health records and medical files on all residents, insuring that forms and procedures are updated on a regular basis so that contract requirements are met. Maintain confidentiality obtained through job duties regarding residents, employees, vendors, outside agencies, etc., so that sensitive information is only given on a “need to know” basis.
- Comply with facility safety rules; take appropriate corrective action to ensure work is performed in a safe manner and without injury to self or others. Communicate effectively with staff in a manner that promotes a team spirit.

#### **Knowledge / Skills :**

- Knowledge of current treatment modalities.
- Good communications skills both verbally and in writing
- Ability to make an accurate assessment of medical needs; refer to appropriate medical personnel.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures
- Ability to provide personal assistance, medical attention, emotional support and/ or other personal care

#### **Minimum Qualifications**

- Bachelor’s or Associates degree in Nursing and a valid Registered Nurse License.
- Must pass background check (driver’s license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver’s license. Incumbent shall be appointed to drive a Santa Fe County vehicle while conducting County business.

#### **Working Conditions:**

Detention center setting, incumbent may at the discretion of the Corrections Director operate within the Adult Detention Facility or Youth Development Program. Office areas are well illuminated and are relatively quiet. Frequent standing, walking, sitting, bending, lifting (25 lbs max.); must be able to visually observe residents and staff; hear, understand, and interpret resident and employee behavior; detect odors through sense of smell for such things as marijuana and alcohol. Resident population may become unruly at times, requiring quick reflexive responses. Work is primarily in an office environment. Some fieldwork may be required in various weather conditions. May be required to work evening and weekend hours. Manual and finger dexterity required. Incumbent will be subject to random pat down searches and random drug screening. May be subject to exposure to CRT’s VDT’s and UV rays. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

**Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Submit Applications to:  
Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.  
Proof of education, certificates and/or endorsements must be attached to each application.**