



## HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ 850 MAIN ST. ★ DALLAS, OR 97338-3174  
PHONE (503) 623-1888 ★ FAX (503) 623-1889 ★ WWW.CO.POLK.OR.US

### ★★★ RECRUITING ANNOUNCEMENT ★★★

**Position:** **Correctional Health Nurse**  
**Department:** Polk County Public Health – Jail Health Services  
**Status:** Full Time (40 hours/week)  
**Schedule:** Monday – Friday, 6:30 a.m. – 3:00 p.m.  
**Salary:** \$4,163 - \$5,268 (starting salary is typically at the lower end of the range)  
plus excellent benefit plan  
**Application Deadline:** **Open until sufficient applications are received**

**Duties:** Performs a variety of nursing duties and medical services directly related to patient care of inmates in the Polk County Correctional Facility. Reviews intake screening, performs physical assessments, evaluates inmates, places and reads TB tests, and answers requests for medical concerns from inmates. Obtains and records past inmate medical histories. Provides nursing care to inmates with drug and alcohol addictions, assists in emergency cases and trauma. Orders, stocks and administers medications. Secures medications in accordance with pharmacy board regulations. Initiates appropriate medical interventions according to policy and procedure guidelines and nursing protocol. Schedules routine sick call, assists jail physician during weekly clinic, provides treatment for minor medical complaints, collects specimens. Evaluates and executes orders from physicians and dentist. Responsible for checking allergies, dosages, intended effects of medication, side effects, and drug interactions. Maintains inmate medical records and files. Maintains accurate, legible, and complete records of patient care including chart documentation using SOAP format for all inmate request for medical attentions. Writes nursing care plans and interdisciplinary treatment plans. Monitors and evaluates medical equipment and supplies. Collaborates with community health providers. Explores, develops, and utilizes community resources. Maintains current knowledge of resources within the health care delivery system and the social service system available to inmates. Works cooperatively with jail staff and public health staff. Performs related duties as required.

**Minimum Qualifications:** Graduation from an accredited school of nursing with a baccalaureate degree in nursing, and a minimum of two years experience as a registered nurse. Emergency room or past correctional experience is desirable.

**Special Qualifications:** Possession of a license to practice as a Registered Professional Nurse in the State of Oregon at the time of appointment. Passing a criminal background check in accordance with law (ORS 181.533 et seq) may be a requirement for employment in this position. Must possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment.

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**How To Apply:** A Polk County employment application form is required. Obtain application from [www.co.polk.or.us](http://www.co.polk.or.us), Courthouse, or Jobline at (503) 623-1888. Submit application to: Polk County Human Resources, 850 Main Street, Dallas, OR 97338, e-mail to [HR@co.polk.or.us](mailto:HR@co.polk.or.us) or fax to (503) 623-1889. To apply for Veterans' Hiring Preference, please complete the form available from our website or the Courthouse lobby.

**\*\* Do not submit a résumé, reference letters, transcripts or certificates with your application. They will not be considered at the application stage. You may provide them at the interview, if you are selected to interview. You may include a cover letter, if desired.** Polk County will not process applications that are: not signed, illegible, delayed/lost in the mail, or incomplete as a result of e-mailing/faxing.

Equal Opportunity Employer  
Reasonable accommodations for applicants with disabilities will be provided upon request.