



Virginia Peninsula Regional Jail

Duty Nurses

Organization Profile

The Virginia Peninsula Regional Jail, (VPRJ) located in James City County, VA, seeks career-minded individuals for the position of Duty Nurses. The position attends to the medical needs of inmates housed in the Regional Jail. Schedules and arranges for inmates to be seen or transported to outside health care providers as necessary. Has wide latitude in making inmate medical care decisions subject to policies and procedures, physician standing orders, and applicable laws and standards. The position reports to the Director of Medical Services. The organization provides a secure facility, services four jurisdictions, (James City County, Williamsburg, York and Poquoson), and employs a variety of sworn and civilian staff. A team-oriented environment, excellent benefits, competitive salary, safe and secure working environment, and a well-trained staff of professionals make VPRJ a great place to work. For more information about the Virginia Peninsula Regional Jail, please visit www.vprj.net.

Position Profile

The Duty Nurse under the direction of the Director of Medical Services attends to matters involving the delivery of medical care to the inmate population. Works closely with the facility's physician, staff assigned to the Security Division, and outside health care providers.

Compensation and Benefits

The salary for the position is based on qualifications and experience. Benefits include participation in the Virginia Retirement System, paid leave, group life insurance, and medical insurance. The Virginia Peninsula Regional Jail is an Equal Opportunity Employer.

Applications and Inquiries

The position will be opened until filled. **Review of applicant submittals will begin on July 26, 2021.** All interested applicants may send their letters of intent and resumes either by mail or hand delivered to Captain Sammy K. Kanda Jr., Director of Human Resources between 8:00 am – 5:00 pm. Monday through Friday.

Essential Job Functions (other essential job functions may be designated by department)

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs daily sick call visits to the housing areas; provides treatment as appropriate or schedules appointment with the facility's physician.
- Assists the facility's physician when he/she is on the premises. Arranges and schedules appointments for inmates to see outside health care providers as necessary.
- Attends to the medical needs of inmates housed in the infirmary; delivers medical services to inmates consistent with facility policies and procedures, facility physician standing orders, and applicable laws and standards, insuring compliance with the standards set by the Virginia Board of Corrections and other standards-issuing entities.
- Maintains accurate and complete medical records and files, and insures proper handling and storage of medical files.
- Dispenses medications as prescribed; maintains inventories on medications stored in the medical area; controls and maintains medical tools and implements. Maintains strict access control to medical supplies and equipment.
- Assists the Director of Medical Services in the performance of his/her duties.
- Establishes and maintains positive rapport with Regional Jail staff; maintains professional and harmonious working relationships with health care providers.

Job Preparation Needed

- Any combination of education and experience equivalent in related field; and experience in the field of adult corrections.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license.
- Must be a citizen of the United States.
- Preferred Residency: Within the four jurisdictions of James City County, Williamsburg, York and Poquoson. (Negotiable).
- Must have no prior conviction for a felony criminal offense as provided for in the Code of Virginia or a prior conviction in a federal, military, or other state court that would be a felony if committed within the Commonwealth of Virginia.
- Skilled in the use of computer software, especially Microsoft Office Suite.



Virginia Peninsula Regional Jail

Duty Nurses

- Ability to communicate effectively orally and in writing; prepare and interpret materials and equipment specifications; ability to exercise courtesy and tact as a member of a diverse team of employees and in citizen interactions.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Job Locations and Conditions

- Duties will be performed primarily in an office setting.
- Performs work safely in accordance with department and government safety procedures and regulations; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.

General Aptitudes and Physical Abilities

The Virginia Peninsula Regional Jail is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	O	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	R	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition 5-10 pounds of materials/equipment from ground to waist.
Ascend/Descend	R	Must be able to work in and move to different height levels
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand



Virginia Peninsula Regional Jail

Duty Nurses

Walk	F	Move self from one location to another on flat terrain.
Run	R	Move self from one location to another on flat terrain.
Position self to lower level	R	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in a standard vehicle.