



COLUMBIA COUNTY SHERIFF'S OFFICE
OPEN POSITION ANNOUNCEMENT
APPLICATION CLOSE DATE – OPEN UNTIL FILLED



The Columbia County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. As a condition of employment, employees are required to participate in the payroll direct deposit program. A complete, detailed job description for this position is available in the Columbia County Sheriff's Office Human Resources Division.

POSITION TITLE:	LICENSED PRACTICAL NURSE (NON-SWORN POSITION)
HOURS:	Monday – Friday (Full-Time 40 Hours Per Week)
SALARY:	\$51,000.00 Annually / \$1,961.54 Bi-Weekly
DESCRIPTION:	Performs a variety of professional nursing and routine medical services which are directly related to patient care of inmates legally in the custody of the Columbia County Detention Facility, including independent judgment in assessment, treatment of illnesses and minor wounds and follow-up nursing care as directed.
DUTIES:	<ul style="list-style-type: none">• Provide medical care to inmates in the facility in accordance with recognized nursing techniques and procedures, physician's orders, agency policy and FMJS requirements.• Provide emergency first aid.• Prepares and schedules sick call and arranges appointments for inmates with doctors.• Observe, recognize and interpret symptoms of patient's conditions and record observations.• Check inmate vital signs and keep appropriate records.• Application of dressing and bandages.• Interview incoming inmates to acquire a health history.• Dispense medication and other medical treatment.• Maintain security and safety aspects regarding inmate medical services.• Prepare necessary records and reports.• Assist the facility physician in administering medical practices.• Inventory over the counter medications for efficient amount stored.• Screen medical charts, to include vault for excess or no longer used medications and prepare the proper forms for destroying such.• Coordinate all outgoing correspondence, to include ordering supplies, with the Medical Supervisor.• Supports Sheriff's Office Strategic Plan• Be on after hours on-call on a rotating basis

REQUIREMENTS:	<p>This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.</p> <ul style="list-style-type: none"> • Graduation from high school or possess a GED Certificate. • Graduate of an accredited school of nursing. • Current nursing license in the state of Florida. • Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification. • No illegal drug sale within lifetime. • No illegal drug use within the past 36 months. • No felony convictions within lifetime. • No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
SELECTION:	<p>Selected applicants will be scheduled for an oral interview with various representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation.</p>
DEADLINE:	<p>Position will remain open until filled. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at www.columbiasheriff.org. (Applications that are incomplete, missing information or faxed will not be accepted).</p>
CONTACT INFO:	<p>Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130</p>

EQUAL EMPLOYMENT OPPORTUNITY