



# Registered Nurse 1 FTE

## Whatcom County Jail Health Program JOB ANNOUNCEMENT

Open until filled

**New Grads  
Encouraged  
to Apply!**

**REPORTS TO:** Clinical Supervisor

**TEN-STEP HOURLY RANGE:** \$31.12 - \$40.60/hour, DOE

**JOB SUMMARY:** *Correctional Nursing* is the practice and delivery of patient care within the unique and distinctive environment of the criminal justice system. Nurses have been described as the backbone of correctional health care. They are the eyes, ears, hands, heads and hearts that respond to medical and mental health emergencies. During daily nursing clinics and other routine encounters, correctional nurses listen to patients' concerns and watchfully encourage other individuals who are unable or unwilling to raise a health concern.

Nurses must apply their knowledge, skill and ability to the assessment and diagnosis of the full range of health conditions presented by this population and determine both the urgency and priority of subsequent care.

Northwest Regional Council manages the Whatcom County Jail Health Program and is looking to fill a full-time, benefited RN position.

### **ESSENTIAL JOB DUTIES may include but are not limited to:**

1. Provides triage for inmate health care through review of Receiving/Screening Forms of newly admitted inmates, inmate and officer requests for health care, inmate interview for brief history, or brief physical assessment.
2. Reviews and follows up on health information taken by corrections staff at booking.
3. Takes health histories of inmates; obtains orders for required treatments; suggests special housing arrangements, and determines therapeutic needs of the inmate.
4. Schedules or refers inmates to appropriate level of care with nurse, ARNP, physician, dental, psychiatric professional, or emergency department as required.
5. Reviews all medications brought in or needed by inmates. Consults with prescribing physician. Arranges for a new supply of medication as needed.
6. Obtains and evaluates health history and performs physical examinations for inmates incarcerated 14 days or more covering all body systems. Documents and treats as appropriate any specific complaints. May request lab work as necessary to assure appropriate clinical interventions.
7. Screens inmates to determine need for HIV testing and counseling at the 14-day screening physical exam.
8. Responds to inmates written requests for medical attention within one working day pursuant to standards.
9. Responds to pre-booking calls as needed to triage an inmate as Fit For Jail. Administers medications as scheduled.
10. Completes documentation as required.
11. Maintains employee and inmate confidentiality.
12. Adheres to safety and security rules.

### **QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- Ability to read, speak, and understand the English language.
- Ability to work well with a diverse population and maintain professional communications and boundaries.
- Ability to make independent decisions when circumstances warrant.

- Ability to deal tactfully with staff members, custody, community, governmental agencies, families, and the general public.
- Ability to accurately relay information concerning an inmate's condition.
- Ability to manage the stressors of the position.
- Possess leadership and decision-making ability and work harmoniously with personnel.
- Ability to perform all nursing skills appropriate to licensure required in the corrections setting and use office equipment necessary to document and conduct daily activities.
- Experience in correctional nursing preferred.

### **Education/Experience**

- Graduation from an accredited school of registered nursing.
- Obtain required continuing education annually.
- Minimum one year recent experience in clinical setting, correctional nursing preferred.

### **Licenses/Certificates**

- Current license as Registered Nurse in Washington State – unencumbered & CPR certification.
- Current Washington State driver's license, acceptable driving record, appropriate liability insurance, access to reliable transportation and willingness to travel between jail sites.
- Pass a required Criminal Records Background Check upon hire and annually thereafter
- Obtain security clearance through corrections department upon hire.
- Tuberculin test upon employment and annually thereafter.

**WORKING CONDITIONS\PHYSICAL REQUIREMENTS:** Work is performed primarily in a jail clinic environment. Employee will be able to work within confined, locked areas. Physical requirements include the ability to sit for up to three (3) hours continuously; frequent standing/walking, bending, squatting and reaching while on concrete floors; frequent carrying of items up to 15 pounds unassisted; and frequent use of fine motor skills and eye-hand coordination. Occasional pushing/pulling of wheeled medications cart on concrete floors. Frequent use of telephone and two-way radios and travel between jail sites is required.

Employee will use typical office equipment (computer, fax, telephone, copier, etc) as well as required equipment for nursing procedures (blood glucose monitor, scales, needles/syringes, thermometer, otoscope, Doppler, first aid kit, etc.) Potential hazards include working with emotionally unstable, non-compliant or aggressive inmates, exposure to contagious diseases, and exposure to repetitive stresses due to prolonged use of computers.

**BENEFITS:** NWRC offers employer paid medical/dental/vision for the employee and their dependents with the employee choosing from multiple medical and dental plan options. Other employer paid benefits include Life and Long-term Disability insurance with options for buy-up; participation in the Public Employees Retirement System (PERS) with employer & employee contributions, voluntary Flex Plans for health and/or child/elder care, an Employee Assistance Program (EAP) for the employee and dependents and various voluntary deferred compensation programs. Full time employees accrue paid sick and vacation leave, each at 8 hours per month, as well as 11 paid holidays per year. Alternative Work Schedule may be available after successfully passing 6-month Trial Service Period. **Note:** NWRC meets the Public Service Loan Forgiveness (PSLF) definition of a public service organization.

**TO APPLY:** Application materials may be downloaded directly from <http://www.nwrcwa.org/employment/>; or by emailing [careers@NWRCWA.org](mailto:careers@NWRCWA.org); or by contacting the Bellingham Office @ 360-676-6749, All applications and application materials, **including a cover letter and resume**, must be fully completed and returned to the Bellingham office.

**SELECTION PROCESS:** After reviewing the applications, the NWRC will contact the most qualified candidates to participate in a selection process consisting of job-related selection exercises. NWRC will make reasonable accommodation upon request for those individuals with disabilities.

**Northwest Regional Council**  
An Equal Opportunity Employer



# EMPLOYMENT APPLICATION

600 Lakeway Drive  
 Suite 100  
 Bellingham, WA 98225  
 (360) 676-6749

## POSITION APPLIED FOR

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. This application will be evaluated to determine which applicants will continue in the selection process. Use additional sheets if more space is needed.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Phone (Day)	(Evening)	(Email Address)

Do you have the legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Note: All employment offers are contingent upon proof of eligibility to work in the U.S.</i>		
Are you related to any current employee of NWRC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been dismissed, discharged, fired, or asked to resign from a position? If yes, please explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I learned about this job through: <input type="checkbox"/> Worksource <input type="checkbox"/> Craigslist <input type="checkbox"/> Idealist <input type="checkbox"/> Indeed <input type="checkbox"/> NWRC Website		
<input type="checkbox"/> Other Source: _____		

<b>Education</b>			
Type of School	School & Location	Years Completed	Degree/Certificate
<b>High School</b>		9th 10th 11th 12th GED Select one	
<b>College or University Studies</b>		1 2 3 4 Select one	
<b>Graduate School</b>		1 2 3 4 Select one	
<b>Business or Tech. School</b>		1 2 3 4 Select one	
<b>Other Relevant Training or Courses</b>		1 2 3 4 Select one	

## License/Registration/Certificate

Description	State	Number	Expiration

## Work History

List experience which relates to the qualification as required on the Job Announcement. **Begin with your most recent experience.** List all jobs separately and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés may be attached, but do not write "See Résumé" in lieu of completing the application.

FROM:	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		ADDRESS:
	PHONE:	

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

**ADDITIONAL EXPERIENCE (volunteer, internship, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I certify that the information herein is true and complete. I understand that providing false information on my application or during the hiring process will be grounds for elimination from further consideration or, if employed, for dismissal at any time.*

*I understand that the NWRC will be conducting a background investigation which includes a criminal background check and employment-related references. Providing authorization and complete information is a requirement during the selection process.*

**SIGNATURE:** \_\_\_\_\_  
(SIGNATURE REQUIRED FOR APPLICATION TO BE COMPLETE)

**DATE:** \_\_\_\_\_

## **Criminal Background Check Authorization**

Employees of the NWRC may have access to confidential and sensitive information related to vulnerable adults and children and/or may have unsupervised access to a vulnerable adult as defined in chapter 74.34 RCW or a vulnerable person as defined in RCW 9.96A.060. For this reason, all prospective employees must agree to authorize the NWRC to conduct a criminal background check. At some point in the final steps of the selection process, you will be requested to sign a form that authorizes the NWRC to conduct a Washington State Patrol criminal background check.

I understand and agree to the NWRC conducting a WSP criminal background check in the final steps of the selection process. Additionally, I acknowledge and authorize my background to be checked on an intermittent basis to verify my eligibility for continued employment.

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Applicant Signature

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Date

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Print Name



## Employment References Release and Waiver of Liability

*Please read carefully before signing*

I hereby authorize the NWRC to solicit and receive information from my past employers and other references.

I authorize both my present and all former employers to release information contained in my personnel files and other related information regarding performance or employment. I willingly, knowingly, and voluntarily agree to hold harmless and agree to waive any and all legal claims against the NWRC for such inquiries and each employer, its officers, agents, directors, or representatives who provide employment information to the NWRC.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The NWRC utilizes an electronic Employment Reference process. Please provide the following contact information.

<b>SUPERVISOR CONTACT INFORMATION (starting with current employer)</b>			
<b>Name</b>	<b>Place of Employment</b>	<b>Email Address</b>	<b>Phone</b>
1.			
2.			
3.			

<b>COWORKER CONTACT INFORMATION</b>			
<b>Name</b>	<b>Place of Employment</b>	<b>Email Address</b>	<b>Phone</b>
1.			
2.			
3.			

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next page for Applicant Data Record.



## Applicant Data Record

NWRC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected under federal, state or local law.

The NWRC is subject to certain governmental record-keeping and reporting requirements for the administration of civil rights and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This Applicant Data Record will be removed from your employment application materials and will not be considered when reviewing and evaluating your qualifications.

<b>Full Name:</b>	<b>Date:</b>
<b>Position Applied For:</b>	
<b>Please identify where you learned about this employment opportunity:</b>	
<input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employee Referral <input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency <input type="checkbox"/> School: _____ <input type="checkbox"/> Other (please identify): _____
<b>Sex:</b>	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Race/Ethnicity:</b>	
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Two or more races	
<input type="checkbox"/> <b>Individual with Disability</b>	
Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).	