



Matthew B. Treglia, Sheriff
Allen County Sheriff's Office
333 North Main Street · Lima, Ohio 45802 · 419-227-3535



Nurse (L.P.N. or R.N.)
Job Description

Division: Corrections, Medical

Position: Nurse

Job Description:

Perform a variety of professional nursing services for inmates within the Allen County Jail; related to planning, organizing, monitoring and implementing nursing and medical care services.

Responsibilities:

- Under direct supervision of the Nurse Coordinator and Jail Physician, provide fair and consistent health care to all inmates and detainees
- Must maintain accurate medication administration and charting at medicine administration times
- Secure medications
- Accurate charting in nurse's notes
- Competent triage and assessment of all medical requests
- Assess new inmates with medications and accurately prepare for medication administration
- File medical files
- Act as a liaison between the Allen County Jail Medical Department and other health care providers
- Follow and enforce all policies and procedures of the Medical Department, the Allen County Jail, and Allen County Sheriff's Office
- Observe all nursing protocol of the Medical Department
- Any other related duties as assigned by the Nurse Coordinator, Jail Physician, Jail Administrator, or the Sheriff

Education Requirements:

- High School Diploma
- Certified by State of Ohio as a Licensed Practical or Registered Nurse
- Credentials must be current and on file

Skills and Abilities:

- Regular and predictable attendance
- Demonstrate knowledge of nursing skills by training or experience
- Must be able to act under stressful conditions