

**SNOHOMISH COUNTY JOB DESCRIPTION
OCCUPATIONAL HEALTH NURSE**

Spec No. 2341

BASIC FUNCTION

To provide infectious disease screening program for employees and inmates in the Snohomish County Jail and report appropriate cases to the Snohomish County Health Department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Offer Hepatitis B vaccine program to all new employees during orientation; teach new employee orientation class covering the following fields: exposure risk in the correctional setting, types of exposure and methods of transmission, universal precautions, proper use and disposal of personal protective equipment, employee vaccination and testing programs, Snohomish County Exposure control plan, module cleaning overview, and procedures for possible contamination.
2. Organize annual employee tuberculosis screening including all three shifts and all department staff; place PPD skin tests and hand out vouchers or declination forms for hepatitis B vaccinations; set appointments for the second step PPD placement and reading results.
3. Order chest x-rays on inmates for all positive reads over 10mm; maintain contact with Snohomish County Health Department reporting any positive tests with positive chest x-ray results.
4. Create and maintain employee PPD records on annual test results; maintains strict confidentiality during testing and of all test results.

STATEMENT OF OTHER JOB DUTIES

5. Provide screening for inmate module workers.
6. Track and tabulate medication errors made in the facility.
7. Provide direct nursing care, within scope of license, to inmates and assist medical and dental providers in the Medical Clinic as needed.
8. Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

Graduation from an accredited school of professional nursing and a current State of Washington license as a Registered Nurse (RN). Minimum one (1) year work experience with infectious disease management or occupational health; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prefer three years experience with infectious disease management or occupational health in a clinic setting. Must be a lawful permanent resident or United States citizen. Candidates must be at least 21 years old at the time of application, no maximum age. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation, and pre-employment drug screening. A valid Washington State Driver's License, unrestricted except as to vision, will be required prior to appointment. As a condition of continued employment, must maintain Registered Nurse certification and license as required by applicable statutes.

KNOWLEDGE AND ABILITIES

Knowledge of:

- nursing principles, practices and concepts; to include, but not limited to: performing lab draws, transcribe orders, order supplies, pass medications, perform treatments (e.g. dressing changes,) restock exam rooms and autoclave utensils
- infectious diseases, universal precautions
- tuberculosis and associated testing requirements
- clinic medications
- basic problem solving methods
- Excel spreadsheet development & management
- Word, Power point document development & management

Ability to:

- create and present educational materials for staff
- educate and instruct new employees
- utilize basic problem solving skills
- work and effectively communicate with inmates and co-workers
- utilize nursing knowledge and apply nursing techniques
- follow oral and written instructions

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Ability to: (continued)

- write and communicate in a clear and concise manner
- demonstrate strong organizational skills
- keep accurate records and prepare reports
- promptly and accurately assess emergency situations

PHYSICAL REQUIREMENT

Employees may be required to restrain, lift or move inmates for emergency medical purposes.

SUPERVISION

Employee performs duties assigned by the Registered Nurse Supervisor, Health Services Administrator or ordered by a licensed provider (Physician, Dentist, ARNP, PA). The Registered Nurse Supervisor monitors nursing assessments and other clinical activities of the position.

WORKING CONDITIONS

The work is performed in a maximum security detention facility. Employees are required to work weekends, swing shift and holidays as assigned.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

New classification May 2011

Previous job description approved by SCCSC 6/1/11

Revised: June 2018

EEO Category: 2 - Professionals

Pay Grade: 861 – Corrections Support Pay Plan

Workers Comp: 1501 – Hazardous

Approved by the Snohomish County Civil Service Commission August 24, 2012

Approved by the Snohomish County Civil Service Commission June 6, 2018