JOB DESCRIPTION

County of York

Integrated Medical & Behavioral Health Division

Licensed Practical Nurse

Status: Part-Time (24 hrs)

FLSA: Non-Exempt / Hourly

Salary: $32.00 - $36.00/hr

Union: Non-Union

Reports To: Director of Nursing and/or designee

***This position is for our 3-11pm shift.*

Job Summary

The Licensed Practical Nurse (LPN) provides direct patient care and clinical support services to an incarcerated population within the York County Jail and/or the substance abuse recovery center. This position functions as a member of the interdisciplinary healthcare team and delivers nursing care under the direction and supervision of a Registered Nurse or licensed healthcare provider, consistent with the Maine Nurse Practice Act, Maine State Board of Nursing regulations, and the Maine Standards for County and Municipal Detention Facilities.

The LPN plays a vital role in promoting patient safety, continuity of care, infection control, and regulatory compliance within a secure correctional environment and/or a substance abuse recovery center.

Scope/Supervision

The Licensed Practical Nurse works under the clinical supervision of a Registered Nurse and/or Director of Nursing. All nursing functions are performed within the scope of practical nursing licensure as defined by Maine law and facility policies, including appropriate delegation, supervision, and documentation requirements.

Responsibilities and Examples of Duties

Direct Patient Care

- Provides basic nursing care and clinical support to patients under the supervision of a Registered Nurse or licensed provider.

- Assists healthcare providers, Registered Nurses, and allied health professionals during examinations, treatments, routine procedures, and special tests.
- Obtains and records patient health histories, vital signs, laboratory specimens, and screening tests as authorized within scope of practice.
- Observes patients for signs and symptoms of illness, injury, or changes in condition and promptly reports findings to the supervising Registered Nurse or provider.

Clinical Procedures & Treatments

- Administers medications and treatments as ordered by licensed providers and delegated by a Registered Nurse, following approved routes, protocols, and safety standards.
- Performs assigned clinical procedures consistent with LPN scope of practice, training, and competency validation.
- Assists in ensuring patients receive appropriate care and follow-up for identified medical conditions or injuries.

Documentation & Medical Records

- Accurately documents nursing care, patient interactions, observations, treatments, and responses using the Problem-Oriented Medical Record (POMR) format and approved health record systems.
- Reviews patient charts to ensure completeness and communicates relevant clinical information to the healthcare team.
- Maintains confidentiality and complies with HIPAA, Maine privacy laws, and correctional documentation standards.

Medication & Laboratory Support

- Assists with medication administration processes and documentation under supervision.
- Prepares, handles, and processes laboratory specimens in accordance with established protocols and safety standards.
- Ensures laboratory results are delivered to the appropriate Registered Nurse or provider for review and follow-up.

Coordination & Continuity of Care

- Assists with scheduling, coordination, and documentation for patient transfers to outside medical facilities or specialty providers.
- Supports continuity of care during intake, transfer, and discharge processes as directed by supervising nursing staff.
- Communicates effectively with medical, behavioral health, dental, and ancillary staff to support comprehensive patient care.

Safety, Infection Control & Emergency Response

- Practices established safety, environmental health, and infection control measures appropriate for a correctional healthcare setting.
- Utilizes required personal protective equipment and follows exposure-prevention protocols.
- Responds to medical emergencies according to training and facility procedures under the direction of supervising staff.

Correctional Environment Responsibilities

- Responds to requests from custody/security staff and York County personnel in accordance with facility policy, professional boundaries, and established chain of command.
- Adheres to all facility rules, correctional procedures, and standards of conduct while working within the detention environment.

Other Duties

- Performs additional duties as assigned consistent with licensure, training, and operational needs.

Regulatory Framework
This position operates in compliance with:
- Maine Nurse Practice Act (Title 32, Chapter 31)
- Maine State Board of Nursing Rules and Regulations
- Maine Standards for County and Municipal Detention Facilities
- Title 34-A M.R.S. §1208

Knowledge, Skills, and Abilities

- Knowledge of practical nursing standards and scope of practice.
- Skill in performing clinical nursing procedures and basic patient assessments.
- Ability to accurately observe, assess, and document patient conditions and responses.
- Knowledge of medication administration procedures and laboratory handling protocols.
- Ability to maintain safety, infection-control, and quality-of-care standards.
- Strong communication skills and ability to work effectively within a multidisciplinary healthcare team.

Education, Licensure, Certification, and Experience Requirements

Licensure & Certification
- Must hold a current, active, unrestricted Licensed Practical Nurse (LPN) license in the State of Maine.
- Current CPR certification is required.

Education & Experience
- Graduation from an approved practical nursing education program.
- Prior clinical nursing experience preferred; correctional, acute care, long-term care, substance abuse or emergency experience is beneficial.

Work Environment

Work is performed in a clinical setting within a secure correctional facility and/or Substance Abuse Recovery Center. Employees may be exposed to blood and blood-borne pathogens, infectious diseases, and hazardous materials, requiring strict adherence to safety protocols and use of personal protective equipment.

The role requires the ability to sit, stand, walk, and perform repetitive hand and arm movements for extended periods, as well as lift up to 25 pounds. Visual and auditory acuity, manual dexterity, and effective communication skills are necessary. Employees must maintain focus and professionalism in a regulated, fast-paced, and potentially high-stress environment.

Expected Hours of Work

This position is full-time and typically scheduled for forty (40) hours per week. Work schedules may include varying shifts, evenings, weekends, holidays, or extended hours as necessary to support facility operations and ensure continuity of patient care

Other Duties

This job description is not intended to be an exhaustive list of all duties, responsibilities, or activities required of the employee. Duties may be modified or assigned as operational needs change, with or without notice.