



Middlesex Sheriff's Office

Peter J. Koutoujian, Sheriff

Human Resources Division

April 1, 2021

The Middlesex Sheriff's Office will be considering applicants for the following employment opportunity:

Registered Nurse

The Middlesex Sheriff's Office (MSO) is seeking qualified Registered Nurses (RN) to work in a correctional setting on the overnight shift: 11:00PM to 7:00AM. The MSO provides 24-hour care to inmates and detainees at Middlesex Jail & House of Correction in Billerica, MA. Applicants must be able to work on any shift (7:00AM-3:00PM; 3:00PM-11:00PM; and 11:00PM-7:00AM when necessary), weekends and holidays. The position is under the direct supervision of the Health Services Administrator (HSA) or designee in the MSO Health Services Unit (HSU) and is classified within a collective bargaining agreement.

Additional responsibilities include, but are not limited to, the following:

- Assisting physicians with all in-house clinical duties;
- Performing emergency services as necessary;
- Dispensing medication as directed;
- Accounting for medication, supplies and equipment located in work area;
- Making appropriate entries into infirmary log;
- Conferring with other shifts regarding patients and other infirmary activities;
- Conducting intakes, chart reviews and medication verification tasks;
- Ensuring compliance with American Correctional Association (ACA) and National Commission on Correctional Health Care (NCCCHC) standards;
- Working with State Office of Pharmacy Services (SOPS) with regard to ordering medication and discharge planning;
- Other work duties as assigned by the Health Services Administrator or designee.

The individual selected for the position of Registered Nurse must have the ability to exercise good judgment and focus on detail as required by the job. The individual selected shall also be cognizant of the confidential and sensitive nature of working in a law enforcement agency and must comply with all institutional rules regarding safety and security.

Working Conditions:

- Based in a correctional facility 24 hours a day, 7 days a week;
- Must be able to work on varied shifts (7:00AM-3:00PM; 3:00PM-11:00PM; and 11:00PM-7:00AM when necessary), weekends, nights, holidays and subject to being forced to work over 8 hours depending on operational needs within the MSO HSU;
- The applicant may be required to: interact with people who are under physical and/or emotional stress; stand and walk for prolonged periods of time; lift and carry heavy objects; restrain inmates/detainees in accordance with policy; work under exposure to adverse weather conditions.

Qualifications:

- Associate's degree; Bachelor's degree preferred;
- Current RN license issued by the Commonwealth of Massachusetts;
- Minimum of three (3) years of RN experience preferred;
- Prior experience in a correctional or similar setting also preferred;
- Ability to participate in professional development activities both on and off-site;
- Work independently, as well as, and with other internal departments in a fast paced environment and execute close attention to detail;
- Strong written, communication, organizational, analytical, problem-solving and time-management skills;
- Ability to complete multiple projects in a timely and accurate manner while maintaining comprehensive and cohesive records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Must have an active valid driver's license and the right to legally operate a motor vehicle in Massachusetts and pass a criminal background check.

Salary: Base salary is \$68,494.16 plus additional benefits. Interested candidates can review this job posting at www.middlesexsheriff.org and may submit a cover letter and resume via email to HR@sdm.state.ma.us.

The Middlesex Sheriff's Office is an equal opportunity employer