



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **SPECIALIST NURSE (HPC/RN 2)** in the **Specialized and Medical Services Division** with salary ranging from **\$4,359,501 - \$5,182,077** per annum.

JOB PURPOSE

Reporting to the Ward/Nurse Manager, the incumbent is responsible for performing professional advanced nursing care, treatment and rehabilitation for the physically, mentally or emotionally ill inmate and staff populations as well as those with drug related or dual diagnosed illnesses. The incumbent also works closely with the Medical Team, Social Workers and other healthcare workers to provide optimum health care in keeping with the aims and objectives of the Department.

KEY RESPONSIBILITIES

Managerial/Administrative:

- Participates in the preparation of the individual work plans.
- Reviews existing policies and procedures, recommends changes and enhancements to improve operational effectiveness of services in collaboration with Medical Officers and Ward/Nurse Manager.
- Provides supervision of Registered Nurses and Psychiatric Nursing Aides, and other allied healthcare professionals in the application of Clinical Standards and skills in accordance with established policies and practices guidelines.

Technical/Professional:

- Provides advanced nursing care based on established medical diagnosis of inmates/wards and existing acceptable management guidelines.
- Oversees nursing care delivered to all levels of inmates/wards received from Registered Nurses and lower staff.
- Supervises and participates in prescribed occupational and therapeutic procedures for each inmate/ward assigned; encourages inmates/wards to participate in work; occupational and recreational; activities to promote speedy recovery.
- Prompt implementation of rehabilitative procedures and programmes as soon as the patient/inmate is referred for treatment with ongoing review of the patient.
- Observes inmates mental and physical behaviour and reports on their progress.
- Records accurate charting and interpretation of significant changes in patient/inmate behaviour and progress.
- Carries out the ground level implementation of the orders of Medical Officers, Ward/Nurse Manager such as preparation of inmates for special procedures, effect change in medical regimen, administering prescribed injections, assisting with Psychotherapy or any other prescribed treatment modalities eg. Chemotherapy (administration of drugs).
- Administers medications – (orally, subcutaneously, intravenously, intravenously) as directed by Medical Officer or Ward/Nurse Manager.
- Assists in training Registered Nurses, Psychiatric Nurse Aides, Medical Orderlies, and other Allied Healthcare Workers.
- Educates inmates/wards on self-care during his/her rehabilitation at their cell such as: Care of colostomy or tracheostomy, care of skin, use of support equipment – crutches, wheelchairs, prosthesis.

- Dresses wounds as directed.

Other Responsibilities:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Excellent knowledge of Professional Nursing Theory and practice;
- Knowledge of in-depth specialist nursing theory, principles and practice;
- Knowledge of barrier nursing and isolation techniques used in the treatment of psychiatric patients and patients with communicable diseases;
- Knowledge of new trends and concepts in the treatment of mentally and physically ill patients;
- Knowledge in identifying and working with inmates with mental illness;
- Knowledge in computer application;
- Excellent communication and interpersonal skills;
- Excellent integrity/ethics exercised in the performance of duties;
- Ability to communicate with patients/clients within their individual frames of reference and limitations of their mental facilities;
- Ability to maintain composure and professionalism under duress;
- Excellent problem solving and analytical skills;
- Good listening and counselling skills;
- Good team player.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science degree in Nursing from an accredited institution;
- Registered with the Nursing Council of Jamaica;
- Successful completion of the Post Basic Specialist Nursing Course;
- At least two (2) years' experience working as a Specialist Nurse.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Critical deadlines for completion of tasks.
- May be required to work beyond the normal working hours.
- May be required to work on weekends and public holidays.
- Exposure to high-risk environment within Correctional Facilities and their environs.

Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
UDC Building, Block 4
Shop 13-15
12 Ocean Boulevard
Kingston

The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.