



# Commissioners of Mifflin County

20 NORTH WAYNE STREET  
LEWISTOWN, PENNSYLVANIA 17044-1797

Telephone: 717-248-6733

Fax: 717-248-3695

**COMMISSIONERS**  
MARK A. SUNDERLAND  
ROBERT P. POSTAL  
KEVIN P. KODISH

**CHIEF CLERK**  
CATHY L. ROMIG

Mifflin County, an equal opportunity employer, is seeking a Part-time LPN (licensed Practical Nurse) at the Mifflin County Correctional Facility (MCCF). Anticipated hours will be, on average 24 hours per week. Shift coverage will mainly be on the afternoon shift. Must be available for coverage a minimum of every other weekend and some holidays.

Salary for the position is \$20.46 an hour. Employment Application and the complete job description are available online at <http://www.mifflinco.org>. Minimum requirements are listed in the job description. The deadline for applications and resumes is 4:00 pm Monday September 27, 2021. Please submit applications and resumes to Warden Jason Kormanic at [jkormanic@mifflinco.org](mailto:jkormanic@mifflinco.org) or Mifflin County Correctional Facility 103 West Market Street, Lewistown PA 17044.

Visit us on the Web at <http://mifflinco.org>  
AN EQUAL OPPORTUNITY EMPLOYER

**MIFFLIN COUNTY CORRECTIONAL FACILITY**

**B - Job Descriptions**

**Licensed Practical Nurse**

**B-014**

REFERENCE: Commonwealth of Pennsylvania Board of Nursing  
Mifflin County Correctional Facility Administrator's Office

APPROVAL: Warden Jason Kormanic

It is the policy of the Mifflin County Correctional Facility to provide quality nursing health care through assessment, planning, intervention, and evaluation of the inmate population of Mifflin County Correctional Facility. It is also the facility's policy to provide and/or coordinate mandated health care programs, updates, and specific teaching needs for the staff of the Mifflin County Correctional Facility.

**JOB DESCRIPTION**

**Job Title:** Licensed Practical Nurse  
**Class:** 1 - Confidential  
**Reports To:** Lead LPN, Registered Nurse, Primary Physician, Administrator

**Essential Duties and Responsibilities**

- Perform initial health care assessment and obtain current health history on new inmates per protocol including initial screening for infectious diseases. Reassess inmate's health status as needed and report significant changes to the Registered Nurse or Primary Physician.
- Assist the Primary Physician with sick call and update inmate's plan of care to reflect any change in health care status per Health Services Department (HSD) protocol.
- Record, prepare and dispense medications ordered by the physician per HSD protocol. Review medication regimens on a regular basis and report any concerns to the Registered Nurse or Primary Physician.
- Assist with the maintenance of confidential health office records to include, but not limited to: an inmates confidential medical files, medication administration records, or any other health records as directed in the HSD manual on policy and procedure, by the Registered Nurse or by the Primary Physician. **Maintain strict patient/inmate confidentiality as required by law.**
- Assist with the coordination and scheduling of inmate visits to ancillary health care providers.
- Provide necessary follow-up nursing care as directed by the Registered Nurse or Primary Physician.

Position description standard guideline of requirements for this position. However, this is not to be construed as exclusive or all-inclusive. Other duties or requirements may be added at any time.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Work in cooperation with other correctional staff on problem-solving.
- Maintain professional licensure as required by the Commonwealth of Pennsylvania.
- Follow the Mifflin County Correctional Facility HSD Manual of Policy, Procedure and Protocol and all other pertinent facility policies and procedures.
- Participate as an acting member of the Program Review Committee (PRC) at the Mifflin County Correctional Facility.
- Respond to Emergency codes within the facility.
- Be available to answer questions by phone, as necessary, to assist the Shift Commander with problem solving.

### **Minimum Educational Training and Experience Requirements Required**

- < Graduate of an accredited school of practical nursing
- < Practical Nurse Licensure by the Commonwealth of Pennsylvania
- < One year of experience (advanced education in the healthcare field may be substituted for experience)
- < Basic CPR and AED certification or attendance of a facility provided certification program.

### **Minimum Physical and Mental Abilities Required**

- Ability to provide comprehensive practical nursing services in an institutional environment
- Ability to operate a variety of medical and office equipment including but not limited to a sphygmomanometer, stethoscope, personal computer, photo copier, telephone, etc.
- Ability to communicate effectively with staff members, other county personnel and officials, consultants, etc., as necessary
- Ability to comprehend and interpret various medical documents, letters and other pertinent documents.
- Requires the ability to occasionally lift bulk items above head level and also to remain standing for extended periods of time

Position description standard guideline of requirements for this position. However, this is not to be construed as exclusive or all-inclusive. Other duties or requirements may be added at any time.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

- Able to pass a post-offer physical examination, if required, and mandatory drug screening.
- Ability to lift 25 lbs.

#### **Environmental Adaptability and Other Requirements**

- Ability to work effectively in an institutional environment.
- Able to pass a criminal background investigation.
- Ability to work in a stressful environment and remain calm and professional.

Position description standard guideline of requirements for this position. However, this is not to be construed as exclusive or all-inclusive. Other duties or requirements may be added at any time.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.