



Quay County Detention Center

223 W. High Street
P.O. Box 1321
Tucumcari, NM 88401
Phone: (575) 461-4664
Fax: (575) 461-0139

Employment

Quay County Government

Quay County is now accepting applications for a Registered Nurse- Full Time in the Quay County Detention Center

BRIEF DESCRIPTION:

This position plans and performs a wide range of general medical nursing duties including inmate daily sick call, record keeping, medication administration and control. The Full-Time Nurse will coordinate care with contracted physicians to perform medical services. Minimum qualifications: High School Diploma or GED; Must be a Licensed Registered Nurse and maintain degree through continuing education credits; Must have nursing experience, preferably One year; Must be able to work independently with appropriate guidance and counsel from the Healthcare Director and/or the County Physician; Must have effective human relation skills to deal with individuals at all levels, including inmates, officers, and other Detention Center employees. Must possess the ability to handle stressful situations and respond appropriately. Employee may be required to work irregular hours, attend job related meetings, and be required to perform all other duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Attendance and Overtime are essential functions of this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

Must be able to deal individually with inmates, directly involving their medical problems, including taking temperatures, pulse, blood pressure, and other vital signs to detect deviations from normal and determine progress of patient.
Must be able to educate inmate on individual healthcare needs or issues.
Must be able to maintain files and coordinate and work with medical doctors contracted to perform medical services. Must coordinate with the Health Department and mental health services. Must aid physician during treatment and examinations of patients.
Responsible to administer prescribed medications and treatments in accordance with approved nursing techniques. Responsible to verify billings as to accuracy.
Must be able to perform physical examinations and preventive health measures within prescribed guidelines. Must be able to observe patients, record significant conditions and reactions, and notify health Provider of patient's condition.
Must be able to organize and maintain files and records in a manner that is in compliance with Detention Center security, County guidelines, and Federal/State laws and regulations. Ensure that all information including but not limited to medical files, health information, and legal charges remain confidential and secure.
Must ensure security and safety of the medical equipment and maintain medical inventory and equipment.

JOB REQUIREMENTS:

Education	Must have a high school diploma or GED certificate. Must be a Licensed Registered Nurse.
Experience	Must have Nursing Experience preferably one year but not required.
Certifications	Must possess a current New Mexico Nursing License and maintain through Continuing Education Credits. MUST PROVIDE A COPY OF CURRENT NURSING LICENSE.
Background	Must successfully pass criminal and employment background investigations. Must have NO felony or domestic violence convictions involving moral turpitude. Eligibility to work in the U.S. verified thru E-Verify.
Pre-Employment Testing	All job offers are contingent upon successfully passing a written testing, psychological evaluation, pre-employment physical examination and drug screen.
License	Must have, or ability to obtain, a current valid NM driver's license and be insurable by the County Insurance Authority. MUST PROVIDE A CURRENT DRIVING RECORD.
Communication	Must have the ability to communicate verbally and in writing in English. Must be able to persuasively speak, and participate in discussions and debates.

Concepts	Ability to understand concepts of Geometry and Algebra. Must be able to read such items as scientific and technical Journals, abstracts, financial reports, and legal documents; understand concepts of reliability and validity of tests, analysis of variants, and factor analysis.
Relational	Must have effective Human Relation Skills to deal with individuals at all levels including inmates, officers, and other Detention Center employees. Good interpersonal skills required. Must be able to handle stress and respond appropriately in stressful situations.
Training	Must complete a two-day Officer Training designed for the Nurse to develop an understanding of the tasks and duties of the Detention officers.
Confidentiality	Must be able to recognize, work with and maintain confidential information.

Wage: D.O.E

Interested people may obtain an application from the County Manager's Office, 300 South Third Street, Tucumcari, NM during normal business hours. Completed applications and resumes must be returned to the County Manager's office by 4:00 pm October 31, 2024 or until the position is filled to be considered

Quay County is an equal Opportunity Employer.

Publish: Quay County Sun October 8th and Wednesday October 15th
KTNM Week of October 6th & 13th