



## JOB DESCRIPTION

Bedford County Correctional Facility  
425 Imlertown Road  
Bedford, PA

**Job Title: Licensed Practical Nurse (LPN)**  
**Reports to: RN Supervisor**

**Status:** full-time

**Pay Scale/Grade/Salary:** \$26.25 per hour, non-exempt

**Schedule:** 4-10 hours shifts/every other weekend off

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### **PURPOSE:**

Functions in coordination with all medical providers, to assist in the provision of professional medical care and nursing support within a clinical setting. The LPN plays a critical role in the delivery of quality patient care. Assists the RN Supervisor/healthcare administrator in planning, developing, evaluating and implementing all clinical services to ensure quality patient care and clinical efficiencies for efficient patient flow.

### **DUTIES, FUNCTIONS AND RESPONSIBILITIES:**

- Maintain security of all medical records, medical information and confidentiality at all times.
- Monitor stock inventory of supplies and equipment and inform head nurse of any needs.
- Flexibility in work schedule is required. Unpredictable circumstances may warrant additional work hours.
- In the absence of the head nurse, is responsible and accountable for the nursing functions of the medical unit.
- Maintain accurate records of all controlled substances and sharps.
- Conduct sick calls for all inmates/patients and provide treatment for minor illnesses and injuries following written protocols. Refer any case not covered by written protocol or that does not respond to treatment to a provider.
- Receive and give shift reports to ensure continuity of care.
- Administer medications and treatments as prescribed by a provider.
- Collect lab specimens as ordered.
- Assist provider during provider visits.
- Perform initial inmate/patient intake screening.
- Instruct and educate patients regarding compliance with prescribed medications.
- Consistently demonstrate job knowledge and skills to perform all job responsibilities effectively and responsibly.
- Identifies problems, makes recommendations and assists in developing solutions to resolve concerns with co-workers and supervisors professionally and constructively.
- Keep exam rooms clean and presentable for patient care.

- Communicate effectively.
- Ensure supplies are stocked in exam room & on medication cart.
- Process medication orders and refills as directed by the provider.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge & skills for the provision of patient care in the practice of primary health care that is age and culturally appropriate.
- Knowledge of healthcare procedures for adult development.
- Skill in communicating effectively with patients; interpreting patient data for care requirements after medical assessment.
- Skill in establishing and maintaining effective working relationships with other employees, patients and the general public.
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**QUALIFICATIONS, LICENSES OR CERTIFICATES REQUIRED:**

- License to practice in the state of Pennsylvania.
- LPN Certification
- CPR and AED Certification
- Ability to communicate effectively and function under supervision.
- Demonstrate clinical competency.

I have read and understand this job description and agree to comply with the terms as a condition of new or continued employment. I understand this position description may be changed in the interest of improved patient care or more efficient operation of the correctional facility and that notification of any change in this position will be made in writing. I also acknowledge that nothing explicitly stated or implied in the position description alters the at-will status of my employment relationship with the County of Bedford – Bedford County Correctional Facility.

*\*The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.**

Received by: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

April 2026