

LINN COUNTY CLASSIFICATION

TITLE: HEALTH SERVICES ADMINISTRATOR (SO)

NUMBER: 663

PAY RANGE: 16 (SO)

CATEGORY: MANAGEMENT/EXEMPT (SO)

APPROVAL ORDER

NUMBER: 2014-052

DATE: MARCH 4, 2014

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for managing all levels of inmate health care ensuring quality and accessible health services. In conjunction with the medical staff and Jail Physician, plans for and supervises the implementation of health care services in the Linn County Jail. Coordinates and supervises medical staff, infection control and quality assurance.

SUPERVISION RECEIVED: Works under supervision of the Corrections Division Commander and Jail Physician, who assigns duties and evaluates performance and adherence to established policies. Nursing duties are conducted within the limits of the standing orders of the Jail Physician.

SUPERVISION EXERCISED: Exercises supervision over nursing staff, assigning and directing the duties of subordinate personnel. An employee in this classification assists in the formulation and implementation of management decisions and policies. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manages the Medical Department to provide quality inmate health care services meeting both inmates needs and Jail requirements. Insures that inmate quarters are inspected for cleanliness and environmental safety.
2. Provides liaison and coordination of health care with corrections staff, Jail Physician, emergency room physicians, private physicians, mental health and dental staff.
3. Responsible for medical staffing assignments and coordination of health care to meet the needs of the Jail. Recommends inmate housing assignments as it pertains to medical needs and safety of the inmates and the Jail. Exercises supervision, control and custody of inmates during the performance of these activities as needed.
4. Responsible for meeting the requirement to maintain accreditation with the National Commission for Correctional Healthcare and for keeping policy and procedures updated/written to reflect the standards as described by the National Commission.
5. Responsible for training and arranging educational opportunities for the medical staff and for oversight and training of corrections deputies relating to medical issues.

6. Manages the operational functions of medical department and scheduling all required meetings. Communicates with the Jail Physician regarding operations of the department.
7. Develops and maintains effective, harmonious and reasonable work relationships with others.
8. Maintains regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of modern policies, procedures, and techniques for the custody, care and treatment of prisoners. Ability to maintain order and supervise conduct of prisoners. Ability to exercise good judgment and act professionally and effectively in emergency and stress situations. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to nursing and corrections programs. Knowledge of nursing principles, methods and procedures associated with preventive measures in the maintenance of health in a corrections facility. Knowledge of the uses and effects of medicines and narcotics.

Ability to carry out instructions and exercise judgment within the scope of nursing principles. Ability to establish and maintain effective working relationships with corrections staff, corrections doctor and other agencies. Ability to work rotating shifts, evenings, nights, weekends, and may be asked to work holidays. Ability to work in a corrections setting.

EXPERIENCE, EDUCATION AND TRAINING: Three years experience in correctional setting, CCHP certified or demonstrated ability to obtain certification within the year. Any satisfactory combination of experience, training and education which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must have certification as Correctional Healthcare Professional or acquire the certification within one year of hire.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is primarily performed indoors. Work requirements include being able to see (Corrected vision shall be at least 20/30 [Snellen] in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal), talk and hear (have no significant hearing loss), sit, stand and walk, read and write, bend, stoop and the ability to lift or move thirty (30) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice. The work involves potential exposure to blood products and cleaning materials.