

COORDINATOR OF JAIL NURSING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, directing, coordinating, and supervising professional nursing services and related activities for inmates of the County Jail. Work is performed under general administrative direction of the facility administrator with wide leeway allowed for exercising independent judgment. Supervision and direction is exercised over all nursing services personnel assigned to the Jail.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Directs all phases of the nursing services to ensure complete and competent nursing care for inmates;

Coordinates the nursing service with other activities of the facility;

Confers with facility administrator and other administrative and professional personnel to assist in establishing and reviewing policies, programs and procedures;

Makes contacts as necessary with nurses, physicians, inmates and relatives of inmates regarding care;

Evaluates the quality and quantity of nursing services rendered in the facility;

Recommends physical facilities, equipment, and supplies needed to carry on the nursing service;

Plans, directs, and participates in in-service training programs, including orientation of new nursing personnel and continuing staff development;

Assists in the preparation and control of the nursing department budget;

Keeps abreast of new developments in medical science and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;

Conducts pre-employment and termination interviews with nursing service personnel;

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Conducts correspondence, keeps records, and submits a variety of reports related to nursing services in the jail.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of the principles and practices specific to the field of nursing administration, including staffing patterns, clinical care, nursing documentation, health care delivery systems, policy implementation and evaluation; Good knowledge of psychological and social factors underlying responses of patients and staff who deliver patient care; Good knowledge of general clinical theory and practice as it relates to nursing; Working knowledge of New York State Minimum Standards and Regulations for Management of County Jails; Working knowledge of rules, regulations, procedures, and policies of the county jail; Ability to deal effectively with inmates and to deliver nursing services to the inmate population; Ability to provide training, direction, and supervision to other professional nurses; and calm temperament.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree in Nursing and six (6) years of progressively responsible experience in professional nursing activities, one (1) year of which shall have involved supervisory responsibilities; or
- (B) Graduation from an approved three (3) year school of professional nursing and seven (7) years of experience as described in (A) above, including the required supervisory experience; or
- (C) Possession of an Associate's Degree in Nursing and eight (8) years of experience as

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described in (A) above, including the required supervisory experience; or

(D) An equivalent combination of training and experience as described in (A), (B), and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a license issued by the State of New York to practice as a Registered Professional Nurse.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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