

## **CITY OF TAFT**

### **CLASS TITLE: CORRECTIONAL HEALTH CARE SUPERVISOR (SUPERVISING R.N.)**

#### **BASIC FUNCTION:**

**Salary Range 71.7**  
\$3739- \$4,545 Bi-weekly

This is a management/supervisory classification responsible for the organizational component(s) and programs/functions related to inmate health care and allied functions in the Taft Modified Community Correctional Facility (MCCF) in accordance and assuring compliance with the contract between the City of Taft and the California Department of Corrections and Rehabilitation (CDCR). This position also performs all functions as a Nurse on duty providing direct inmate care as a Registered Nurse (R.N.)

This position is responsible for the supervision and coordination of all inmate health care related services, and must work collaboratively with appropriate state and local officials, California Correctional Health Care Services (CCHCS) and (CDCR), Corrections Staff, Westside Health Care District, Physicians, Dentists and other health care providers.

The incumbent is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a variety of confidential and sensitive areas, including HIPPA compliance and performs other job related work as required. The Medical Unit of the TMCCF is available to the inmates/patients on a 24 hour basis, 365 days a year.

#### **REPORTS TO:**

City Manager or designee

#### **SUPERVISES:**

Registered Nurse (R.N.); Licensed Vocational Nurse (L.V.N.)/Dental Assistant; Correctional Health Assistant; other professional or para-professional positions as may be assigned.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Coordinate and supervise staff, operations and programs of the health care unit of the Taft MCCF.
- Act as primary liaison with other agencies such as (CCHCS) and (CDCR), the Westside Health Care District and City Administration, on matters relating to Inmate Health Care.
- Coordinate and collaborate with the California Correctional Health Care Services (CCHCS) and California Department of Corrections and Rehabilitation (CDCR) and ensure the City and District remain in compliance with all health care related provision of the Contract.
- Proactively respond to requests for information and audits. Implements corrective action plans when necessary and ensures all corrective actions are completed.
- Analyze and develop appropriate strategies to address compliance issues and related concerns.
- Acts as technical liaison to other agencies and health care providers.
- Makes presentations before various groups including commissions, boards, committees, task forces, and may participate in community events.
- Answers difficult questions; provides information and responses to City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.

- Collecting information and answering CDCR Medical 602 appeal forms within specific time frames.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and provides effective conflict resolution, as needed.
- Attends meetings and training and conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Maintain a variety of work related files and records.
- Prepare, process, and file a variety of reports and correspondence.
- Ensure compliance with laws and regulations governing nursing and health care practices; including HIPAA and PREA.
- Plan, organize, direct and supervise the work of clinical and non-clinical Medical Unit staff.
- Coordinate and support physician and mid-level providers to enable professional patient care and the required documentation that supports patient care activities.
- Coordinate and collaborate with Correctional Facility management staff and security officers to insure a safe and professional environment for staff and patients.
- Coordinates coverage and inmate care with Dental and other Inmate Health Care providers.
- Provide direct nursing care to Inmates.
- Ensures all health care related equipment and supplies including pharmaceuticals and over the counter medications is appropriately stocked and available.
- Schedules and coordinates all necessary inspections and servicing of all medical, dental and health care related equipment.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Nursing principles and techniques; disease processes, administration of medication; concepts and procedures of infection control and the prevention and management of communicable diseases.
- Effective management and supervisory techniques.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of effective public speaking, conflict resolution and excellent customer service.
- Inmate health care record keeping and compliance.
- Budget preparation and expenditure control.

**Ability to:**

- Read, interpret, apply and ensure compliance with laws, codes, and regulations related to inmate health care.
- Understand and relate to inmates as patients in a correctional environment as well as possess the skills and abilities provide personal nursing care and to supervise and direct the care of the medical unit health care team.
- Develop and write clear and concise reports.
- Identify problem areas of situations, analyze the cause and potential alternate solutions, isolate problem caused and take appropriate action to resolve identified problems.
- Communicate effectively orally and in writing
- Be perceptive and innovative in the prediction and recognition of trends and problems and in the analysis and development of solutions to problems.
- Understand and effectively communicate regulations, laws, codes and policies.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Work with and control sensitive and confidential information.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Develop a budget and control expenditures.
- Effectively represent the City in contacts with organizations, and other agencies.
- Reason, communicate, and persuade clearly, concisely, and effectively through speech, written reports, and graphic illustrations.

**DESIRED MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

**EDUCATION AND EXPERIENCE:**

Must be currently licensed as a Registered Nurse (R.N.) in California and have experience as a supervisory or administrative nurse in a hospital or clinic environment. Experience as a medical unit supervisor in a correctional facility is beneficial.

A Bachelor of Science or Master's Degree in nursing is desirable.

Must possess and maintain a valid California Driver's License.

Must maintain valid CPR or ALCS Certificate.

Must obtain and maintain a security clearance throughout the course of employment.

## **PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in a secured health care setting inside the Taft Modified Community Correctional Facility

While performing the duties of this job, the employee is required to stand or sit; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Must be able to see, talk with and hear inmates and other employees. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job including responding to medical emergencies without compromising their health and well-being or that of their fellow employees or inmates.