

NURSE SUPERVISOR (JAIL/CORRECTIONAL FACILITY)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for planning and supervising the health care service of professional nurses and related staff who perform nursing services in the care and treatment of patients whom reside at the Cattaraugus County Sheriff's Department Jail. An employee in this class is responsible for maintaining the highest quality care for patients in accordance with the philosophy and policies of the facility and nursing service. Work is performed under the general direction of the Jail Superintendent, in accordance with prescribed nursing care protocols. An employee in this class exercises independence of action and initiative. A Nursing Supervisor (Jail/Correctional Facility) does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and supervises the work of registered nurses engaged in providing patient care services;
- Coordinates scheduling of nursing staff;
- Plans, implements and evaluates the patient care services provided by subordinate nursing and support staff;
- Coordinates all nursing activities related directly or indirectly to patient care.
- Provides instruction and guidance to nursing and support staff in provision of quality nursing services;
- Consults with other county departments and community facilities to coordinate and implement services indicated for patient care;
- Maintains the highest quality care for patients in accordance with the philosophy and policies of the facility and nursing service;
- Participates in the creation, review, and revision of policies/procedures.
- Provides appropriate surveillance to assure that all nursing staff are working within the guidelines of the established policies and procedures.
- Performs related services for patients in the prevention of illness and the attainment of maximum health.
- Maintains a variety of records and prepares reports.
- Assists in providing direct care as needed.
- Participates in public health preparedness activities as trained and assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical practice; good knowledge of material medica, sanitation and personal hygiene; skill in the application of professional nursing techniques and practices; ability to plan, assign and supervise the work of professional and paraprofessional nurses and patient care employees; ability to explain instructions of a technical and professional nature; ability to work effectively in a security environment, following basic security procedures; ability to establish and maintain effective and productive working relationships with administrators, physicians, and personnel from various outside agencies and staff; ability to maintain records and prepare written reports; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of a license and current registration to practice as a Registered Professional Nurse in New York State and EITHER:

A.) Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in nursing, or a health or a human services field and two years of psychiatric nursing supervisory experience;

OR

B.) Four years of psychiatric nursing supervisory experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/20/2014