

Jurisdictional Class: Competitive  
Adopted: January 1, 1996  
Revised: May 3, 2010

**COORDINATOR OF JAIL HEALTH 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 and employees, and addressing the health concerns of the inmate population of the jail. Work is performed under general administrative direction with wide leeway allowed for the exercise of independent judgment in carrying out the duties of this position. Supervision is exercised over all nursing services personnel and Correction Officers assisting in the disbursement of medications. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Directs all phases of the nursing services to insure complete and competent nursing care;  
Coordinates the nursing services with other activities of the facility;  
Develops, implements, interprets, and applies medical policies and procedures pertinent to inmate medical issues as well as employee health;  
Assists in the budget process and monitors fiscal expenditures relative to medications, medical supplies, etc.;  
Recommends physical facilities, equipment, and supplies needed to carry on the nursing service;  
Recruits Jail Physician and revises and negotiates Jail Physician contract;  
Makes contacts as necessary with nurses, physicians, inmates, relatives of inmates, Mental Health agencies, employees, etc. regarding care;  
Assists in establishing and reviewing policies, programs, and procedures relative to nursing;  
Administers continuous screening of every inmate and yearly Tuberculosis Screening and Surveillance Program for employees and follow-ups as necessary and keeps abreast of Federal and State policies;  
Administers Hepatitis B Vaccination Program and keeps abreast of PESH regulations and changes;  
Processes and coordinates Worker's Compensation Program for the agency;  
Plans, directs, and participates in in-service training programs;  
Keeps abreast of new developments in medical science and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;  
Assists the Jail Physician with inmate sick call and routine physicals;  
Conducts physical assessments of inmates on a daily basis to determine medical needs;  
Conducts correspondence, keeps records, and submits a variety of reports related to nursing services, medical needs, and health of inmates and employees;  
Coordinates other medical appointments such as dental, obstetrical, hospital, laboratory services, psychiatric evaluations, alcohol and drug rehabilitation, and processes necessary forms.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles and practices specific to the field of nursing and nursing administration, including 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 employees and to deliver nursing services.

Coordinator of Jail Health Services

**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of a Bachelor's Degree in Nursing and two (2) years of progressively responsible experience in professional nursing activities; one (1) year of which shall have been in a supervisory capacity; or
- (b) Possession of an Associate's Degree in Nursing and four (4) years of progressively responsible experience in professional nursing activities; one (1) year of which shall have been in a supervisory capacity; or
- (c) An equivalent combination of training and/or experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENTS:** Possession of license and current registration to practice as a Registered Professional Nurse in New York State.