



Corrections Nursing Supervisor

Job Description

Department: Sheriff
Position: Career Service
Grade: 729
Supervisory: Supervisor
Reports to: Health Services Administrator -
Corrections

Summary

Under guidance from the Health Services Administrator – Corrections (HSA), directly supervises Registered Nurses at the Utah County Security Center and oversees the provision of proper medical and nursing care to inmates, as a civilian. Functions as a resource for clinical education and provides input into development and ongoing adjustments to existing medical policies and procedures.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide appropriate leadership and ongoing feedback while supervising, planning, and directing the Corrections Registered Nurses in the day-to-day activities of the nursing services function. Under the direction of the HSA provide discipline and administer corrective action when necessary.
2. Make recommendations regarding the hiring, training, and retention of nursing staff.
3. Evaluate performance and conduct performance appraisals.
4. Ensure nurses are completing intake screenings, assessments, documentation, medication administration, patient education, and other assignments, per policy and protocols, and within their scope of practice. Perform all the functions of nurses, as needed.
5. Ensure that staff comply with all licensing, credentialing and employment qualifications.
6. Provide comprehensive orientation for new hires. Develop programs and conduct on-going education and training of nursing and other staff, as assigned by the HSA.
7. Prepare, schedule and oversee fair and responsible distribution of workload; approve or deny leave requests, ensuring unit is appropriately staffed at all times.
8. Respond to emergency and crisis situations throughout the Security Center; provide CPR and first aid.
9. Ensure compliance with procedures, nursing protocols, Jail Medical Standards, and essential standards of the National Institute of Jail Operations (NIJO).
10. Recommend programs to improve compliance; assess, plan, and create policies and procedures; implement approved changes.

For Office Use Only

Job Code: 2064

Job Title: Corrections Nursing Supervisor

FLSA: Exempt

Effective Date: 1/29/2025

Public Safety: No

Worker's Compensation: County

Background Level: Civilian

Safety Sensitive: Yes

DOT: No

ML: Supervisor

11. Participate as a committee member in the Continuous Quality Improvement (CQI) Program; provide assigned annual reports to the CQI Committee.
12. Maintain a current knowledge of pertinent legal issues and housing policies and procedures; answer questions from the public, courts, and outside agencies relating to inmates, facilities, and Sheriff's Office Policies and Procedures.
13. Ensure the HSA is adequately informed of nursing activities, needs, problems and incidents.
14. Coordinate the inventory and ordering of medical supplies and equipment; assist the HSA with operation of the Pharmacy.
15. Exemplify the desired culture and philosophy of the organization.
16. Work effectively as a team member with other members of management and the Sheriff's Office.

Knowledge, Skills, and Abilities

- Knowledge of effective nursing techniques including assessment, diagnosis, planning, implementation, evaluation, and emergency resuscitation procedures
- Working knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of the Code of Conduct for the Sheriff's Office
- Knowledge of the laws and regulations pertaining to correctional institutions and inmate rights
- Skilled in nursing activities including, but not limited to venipuncture, CPR, basic First Aid, and wound care
- Skilled in medical counseling and teaching both inmates and personnel
- Skilled in writing comprehensive medical and incident reports
- Skilled in ordering medicines and ensuring their safety
- Skilled in written and verbal communication
- Ability to supervise others, direct their work, and objectively evaluate performance
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to establish and maintain accurate records and files
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to identify and mitigate situations that may present safety or health risks
- Ability to supervise, lead, and maintain peace with multiple inmates with diverse backgrounds
- Ability to learn, remember, and enforce jail policies and procedures
- Ability to quickly assess a situation and make sensible and impartial decisions within established guidelines
- Ability to observe multiple activities and quickly identify inappropriate inmate conduct

Supervisory Responsibility

This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

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Work Environment

This job operates in a professional office environment, but work may be performed in a stock room. Work exposes incumbent to conditions such as fumes, noxious odors, dust, mists, gases, and poor ventilation. This job exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals. This position requires the use of protective devices such as masks, eye shields, and gloves. Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions. This job exposes incumbent to possible bodily injury from angry and abusive inmates; other atypical conditions include being subjected to vulgar/offensive verbal threats and emotional stress from long hours in a negative/dangerous environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to very loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The employee is required to type, file and lift supplies or equipment up to fifty (50) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate's degree in nursing from an accredited college or university.
2. Three (3) years of professional nursing experience.

Preferred Education and Experience

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1. Bachelor's degree in Nursing from an accredited college or university.
2. Community or mental health nursing experience.
3. Supervisory experience.

Additional Eligibility Qualifications

1. Applicants must possess and maintain a current State of Utah Registered Nurse license.
2. Applicants must possess and maintain current CPR certification.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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