



# Medical Supervisor - CJC

## Job Description

Department: Children's Justice Center  
Position: Career Service  
Grade: 734  
Supervisory: Supervisor  
Reports to: Executive Director – Children's Justice Center

### Summary

Under general supervision of the Executive Director – Children's Justice Center (CJC), supervises and performs professional nurse practitioner duties requiring specialized knowledge of evidentiary child physical abuse, sexual abuse, and/or neglect examinations. Supervises, plans, coordinates, and directs assigned activities and personnel.

### Essential Functions

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

1. Perform evidentiary child physical abuse, sexual abuse, and/or neglect examinations to assess child abuse; use knowledge of developmental care and evidence collection protocols to ensure forensically sound and age-appropriate examinations, evidence collection, and medical record documentation.
2. Order necessary laboratory studies and x-rays according to hospital privileges; diagnose and accurately record findings in medical record; ensure files are up-to-date and pass qualitative peer reviews.
3. Function within the scope of the professional nurse practitioner license and incorporate the mission and vision of the Children's Justice Center Program.
4. Prescribe medication within parameters of Utah Nurse Practice Act to treat medical conditions discovered during evaluations of patients; file orders in medical record.
5. Supervise, plan, coordinate, and direct assigned activities and personnel; supervise medical examinations and procedures of subordinate medical personnel.
6. Make staffing decisions within the department including hiring, training, performance evaluation, scheduling of workload, and retention of assigned personnel.
7. Compile, maintain, and review reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation for assigned staff.
8. Identify and address performance and/or behavior problems in a timely manner; initiate corrective action as directed.
9. Conduct annual performance evaluations.

### For Office Use Only

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Effective Date: 9/27/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

10. Coordinate time-off schedules for clinical staff to ensure appropriate coverage.
11. Provide expert testimony in judicial proceedings using knowledge and experience in forensically-sound medical assessment, evidence collection protocols, and medical record documentation.
12. Maintain knowledge and skills regarding Child Abuse and Neglect (CAN) literature; communicate current recommendations and standards of practice to optimize patient care and maintain expert witness status.
13. Supervise and participate in case peer reviews, which include colposcopic photographs and evidentiary materials; discuss problem cases to improve future care and outcomes.
14. Supervise and participate in nurse practitioner peer chart reviews to ensure compliance with best medical practice and Children's Justice Center policies and procedures.
15. Develop and provide training to professionals in the community and local hospitals; use clinical knowledge, research, and teaching skills to improve the skills of allied professionals and ensure they are aware of who to refer for assessment, how to refer, and how to use medical assessments in their professional roles; document training provided.
16. Participate in multi-disciplinary team reviews of child abuse cases to enhance the understanding of other professionals regarding medical findings and potential medical concerns for individual child victims.

#### **Knowledge, Skills, and Abilities**

- Considerable knowledge of policies, procedures, and laws affecting work
- Knowledge of nursing processes and medical models
- Knowledge of health and physical assessment techniques, clinical diagnostic methods, and related principles
- Knowledge of medical diagnoses and appropriate treatments
- Knowledge of epidemiology and communicable disease control
- Knowledge of sanitation practices, proper nutrition, and related programs
- Knowledge of child abuse examination techniques, diagnosis, and documentation
- Knowledge of supervisory techniques
- Skilled at communicating information and ideas
- Skilled at giving presentations and training others
- Skilled at establishing and maintaining effective working relationships with co-workers, other agencies, and the public
- Skilled in performing child abuse examinations, providing diagnoses, and documenting findings
- Skilled in performing emergency resuscitation
- Ability to maintain files, records, and reports in written and electronic forms
- Ability to give negative information and interact in a professional manner with people from diverse backgrounds
- Ability to communicate effectively verbally and in writing
- Ability to prepare comprehensive case reports and statistics

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- Ability to remain calm while working with people in crisis situations
- Ability to effectively motivate and supervise others
- Ability to coordinate groups of adults, children, and teams of professionals in accordance with professional standards

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is typically performed in an environmentally controlled room. Work may expose the incumbent to contagious or infectious diseases, hazardous chemicals, fumes, and noxious odors, and requires use of protective devices such as masks, goggles, and gloves. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. 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.

### **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. The employee is required to type, file, and lift supplies up to twenty-five (25) 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. Master's degree from an accredited Nurse Practitioner program.

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**Preferred Education and Experience**

1. Preference may be given to applicants with experience performing nurse practitioner duties with children or families.
2. Preference may be given to applicants with training as a Family Nurse Practitioner (FNP) or Pediatric Nurse Practitioner (PNP).
3. Preference may be given to applicants with supervisory or lead experience.

**Additional Eligibility Qualifications**

1. Applicant must possess either a current State of Utah Nurse Practitioner license, a current State of Utah Temporary Nurse Practitioner license, or a current out-of-state Nurse Practitioner license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Nurse Practitioner license during the probationary period for new hires or during the trial period for promoted County employees.
2. Applicant must possess current Basic Life Support (BLS) certification or equivalent.
3. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. 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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