



# Nursing Supervisor - Corrections

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 729  
Supervisory: Yes  
Reports to: Health Services Manager -  
Corrections

### Summary

Under guidance from the Health Services Manager – Corrections (HSM), directly supervises Registered Nurses at the Utah County Security Center and oversees the provision of proper medical and nursing care to inmates, as a sworn Corrections Officer. 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 the Corrections Registered Nurses (nurses) in the day-to-day activities of the nursing services function; provide performance evaluations, discipline and administer corrective action when necessary.
2. Ensure nurses are completing tasks and assignments (intake screenings, assessments, documentation, medication administration, patient education, etc.), per policy and protocols, and within their scope of practice and perform all functions of nurses, as needed; ensure that staff comply with all licensing, credentialing and employment qualifications.
3. Make recommendations regarding the hiring, training, and retention of nursing staff.
4. Provide comprehensive orientation for new hires, as well as training for all nursing staff; develop programs and conduct on-going education and training of nursing and other staff, as assigned by the HSA.
5. Prepare, schedule and oversee fair and responsible distribution of workload; approve or deny leave requests, ensuring unit is appropriately staffed at all times.
6. Function as a Law Enforcement Officer to transport inmates and/or criminals to any outside medical provider; prevent and minimize threats to safety of others and ensure custody of inmate.
7. Act to control combative or hostile inmates within the medical care area and to maintain safety of non-sworn medical personnel.
8. Respond to emergency and crisis situations throughout the Security Center facility; provide CPR and first aid; walk throughout the medical care area to monitor security and to prevent and

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FLSA: Exempt  
Effective Date: 4/14/2023  
Public Safety: Yes

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

minimize security risks and problems; monitor inmate activities in medical care area for security issues.

9. Monitor inmate activities and log events according to policy; monitor progress reports of inmates in assigned area of responsibility.
10. Verify inmate commissary order forms against inmate financial accounts; research automated records to inform inmates about their release dates, account balances, and other information.
11. 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.
12. Ensure the HSM is adequately informed of nursing activities, needs, problems and incidents.
13. Coordinate the inventory and ordering of medical supplies and equipment; assist the HSM with operation of the Pharmacy, inventory and ordering medication, etc.
14. Exemplify the desired culture and philosophy of the organization.
15. 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 Department
- 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 using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in 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

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- 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 responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center but is also performed outdoors and in all weather conditions. The employee has direct contact with inmates which presents a risk of bodily injury and exposure to unpleasant, dangerous, and even life-threatening situations. Work may expose the employee to contagious or infectious diseases, hazardous chemicals, and conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Protective gear such as masks, gloves, personal body armor, and firearms, is utilized during the performance of duties. The noise level in the work environment is moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 requires physical readiness to respond to emergency and crisis situations and to restrain or assist in restraining individuals weighing two hundred (200) pounds or more. 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 regularly 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.

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**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. Associates degree in Nursing from an accredited college or university.
2. Three (3) years of professional nursing experience.

**Preferred Education and Experience**

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. Applicants must possess or obtain Utah Corrections Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency during the probationary period for new hires or during the trial period for County employees promoted into this classification through a competitive recruitment process. Said probationary or trial period shall not exceed twelve (12) months.
4. Incumbents are required to maintain POST certification and successfully complete required annual training.
5. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
6. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
7. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
8. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Note: Requirements for obtaining Law Enforcement Officer or Corrections Officer Certification through POST include being twenty-one (21) years of age, being a United States citizen or a lawful permanent resident who meets the requirements of Utah Code 53-6-203, and the ability to meet the required fitness levels of the Modified Cooper Single Norm Assessment Test.

**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.

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**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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