

Jurisdictional Class: Competitive

Adopted: March 18, 2025

### **DIRECTOR OF JAIL HEALTH SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work of a complex nature involving a responsibility for planning and directing a multifaceted (e.g., medical, nursing, psychiatric, pharmaceutical, compliance, etc.), comprehensive health services program for inmates in the Clinton County Jail. The work is performed under the general supervision of the Undersheriff and in accordance with established guidelines and regulations, but with latitude for independent action and decision making. This position requires availability to respond to emergencies at all times. Supervision is exercised over other jail nursing staff and staff responsible for administration of medication and medical treatments. The incumbent does related work as required.

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

Develops policies and procedures, oversees service delivery, and makes recommendations regarding correctional health services programs in order to ensure a safe, high quality, and cost effective health care program for all inmates in the County Jail;

Reviews federal, New York State, and local laws, regulations and accreditation standards (e.g., NYSGOC) and monitors procedures and health services in order to ensure compliance with same;

Assists in the preparation of annual operating and capital budgets as they pertain to correctional health and monitors costs and prepares reports regarding same;

Develops and implements a program of utilization review to evaluate the clinical appropriateness and cost effectiveness of health services provided to inmates;

Researches and makes recommendations regarding new products, services, and technologies to support and ensure the effective and efficient delivery of health services;

Coordinates the provision of health, mental health, and dental services with County departments and community-based health services providers and negotiates contracts and agreements regarding same, as needed;

Develops and implements staffing plans, including scheduling, to ensure compliance with New York State and federal standards for all levels of providers, (e.g. physicians, nurses, clerical, etc.), including recruiting and screening correctional health services staff;

Oversees the development and implementation of health records systems, including but not limited to system efficiency, staff training, compliance with confidentiality requirements, etc.;

Acts as a liaison to hospitals and community-based health care providers in order to arrange for and ensure the provision of specialized health services and effective responses to emergencies;

Conducts and attends a variety of meetings including, but not limited to, those with representatives of County departments involved in the County's correctional health services, in order to coordinate services, exchange information, resolve problems, etc.;

Prepares a variety of reports in accordance with federal, New York State and local requirements;

Develops and implements a comprehensive quality management program for all health services provided to inmates;

Monitors health services equipment and supplies and arranges for repairs, replacement equipment, as needed;

Processes and coordinates Workers Compensation Program for Jail and ensures compliance with PESH regulations;

## Director of Jail Health Services

Responsible for adherence to the MAT program requirements, including proper handling and safe keeping of medications (e.g. Sub Oxone, Subclade, Methadone, etc.);  
Supervises subordinate nursing staff;  
Responsible for inmate and employee health screenings and vaccinations as required by law;  
Oversees Correctional Staff in the dispensing of medication.

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

Thorough knowledge of health care management in a correctional setting;  
Thorough knowledge of the National Commission of Correctional Health Care Standards;  
Thorough knowledge of federal, New York State and local correctional health care regulations and standards;  
Good knowledge of local and regional health care providers and hospital services;  
Ability to plan, supervise and coordinate the work of others;  
Ability to establish and maintain effective relationships with inmates, professional personnel and public officials;  
Ability to prepare reports;  
Ability to understand and interpret policies, standards, and regulations pertaining to correctional health.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered College or University with a Bachelor's Degree or higher in the medical field, including but not limited to Administration, Nursing, Psychology, and five (5) years of professional (post-degree) experience in a health services organization (e.g., Clinics, Jails, Hospital, Nursing Home, Public Health Agency), two (2) years of which must have included administrative, supervisory, or managerial duties, or
- (b) Graduation from a regionally accredited or New York State registered College or University with an Associate's Degree in Nursing, Psychology, or Administration and ten (10) years of nursing experience in a correctional facility.

**SPECIAL REQUIREMENT:** Completion of or eligibility\*\* for certification as a Correctional Health Professional by the National Commission on Correctional Health Care (NCCHC). If eligible, certification must be completed within one (1) year of appointment.

\*\* Eligibility for certification shall include: Credentials appropriate to the applicant's field and the employment position as determined by the NCCHC, good character and fitness as determined by the NCCHC, and successful completion of the CCHP examination.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.