



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Detention Nurse Supervisor

**FLSA:** E

**SERVICE:** Classified

**REVISED:** 6/1/05

**Summary:** Under limited supervision, plans, organizes and supervises nursing services within the detention nursing unit; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Evaluates, recommends, plans, develops and implements jail health programs. Implements strategies and care to detect, prevent and control disease of inmates in the detention facility.
- Manages inmate nursing programs and staff; schedules and supervises the work of detention nurses; assists in determining personnel and equipment needs.
- Manages medical clinics for medical and psychological services to inmates. Monitors daily census and booking medical histories.
- Maintains and ensures the accuracy of inmate medical records and prescription care in accordance with departmental standards. Documents information on patients and medical visits using specialized computer computer.
- Performs direct nursing services for inmates such as assessing inmate conditions, setting up and dispensing medications, taking health histories, drawing blood, making referrals for services, and documenting care provided. Reviews charts for assessment of necessary care and to avoid mistakes in care.
- Administers and tracks doses of medications to inmates; monitors handling and storage of vaccines.
- Collaborates with physicians in case management and ensures that standing orders or attending physician orders are met.
- Represents the medical unit in inter-disciplinary meetings and conferences; coordinates with Department of Corrections and Bureau of Prisons agencies for the care of their inmates that are housed at the Navajo County facility.
- Contains infectious diseases through control measures precisely and strictly according to policies and procedures.
- Responds quickly to a medical emergency in the correctional facility and provides medical coordination of nursing services. On call during off working hours for emergencies.

### Knowledge and Skills:

- Knowledge of techniques and methods, principles and practices of nursing.
- Knowledge of community resources for appropriate referrals.
- Knowledge of clinical service practices
- Knowledge of principles and practices of supervision.
- Skill in the use of medical instruments and laboratory equipment.
- Skill in physical health assessment.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

### Minimum Qualifications:

Graduation from a National League of Nurses approved school; AND five years of varied nursing experience, including one years in public health clinical nursing; AND Current State of Arizona license as a registered nurse; AND a valid driver's license.