



# Health Services Administrator - Corrections

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 730  
Supervisory: Yes  
Reports to: Chief Deputy - Corrections

### Summary

Under general guidance and direction of the Chief Deputy - Corrections, performs administrative and professional duties associated with managing health services provided to inmates incarcerated at the Utah County Security Center. Develops and maintains medical policies, procedures, and training and ensures compliance.

### Essential Functions

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

1. Supervise health services personnel and activities.
2. Make decisions regarding the hiring, training, and retention of staff; conduct staff training and development activities, as needed.
3. Conduct performance appraisals on assigned personnel.
4. Evaluate the quality and cost-effectiveness of staffing and services; identify and justify needs; develop and monitor medical budget.
5. Oversee the ordering and inventory of medication and medical supplies; submit purchase requests, as needed.
6. Accept accountability for controlled substances and prescription medications according to state law.
7. Collaborate with doctors and Security Center administrators to develop policies, procedures, standing orders, and nursing protocol; define and maintain the standards of nursing practice within the institution.
8. Update medical care procedures continually to be consistent with standards set forth by the National Commission of Correctional Health Care Standards; collaborate with other departments and agencies regarding resources and services for improved patient care and staff development.
9. Negotiate fee schedules and contracts with outside providers (pharmacy, laboratory services, radiology, medical suppliers).

### For Office Use Only

Job Code: 2067  
Job Title: Health Services Administrator -  
Corrections  
FLSA: Exempt  
Effective Date: 5/17/2022  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
  
Safety Sensitive: Yes  
DOT: No  
ML: Division Director

10. Review medical bills for accuracy and approve or deny payment.
11. Oversee Continuous Quality Improvement Program; coordinate and conduct meetings, studies, and drills related to emergency response, and infection control; identify trends and overall quality of care.
12. Perform duties of nursing staff, as needed.

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

- Knowledge of effective nursing techniques including assessment, diagnosis, planning, implementation, and evaluation
- Knowledge of emergency resuscitation procedures
- Knowledge of Sheriff's Office policies and procedures
- Knowledge of supervisory techniques
- Skilled in negotiation, management, and leadership
- Skilled in nursing activities including, but not limited to, venipuncture, Basic Life Support, First Aid, and wound care
- Skilled in counseling and teaching inmates and personnel
- Skilled in writing comprehensive medical and incident reports
- Skilled in developing, implementing, and enforcing policies, procedures, and protocol
- Skilled in ordering medicines and ensuring their security
- Skilled in written and verbal communication
- Ability to supervise others, direct their work, and objectively evaluate performance
- 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 detect and avoid dangerous situations
- Ability to maintain cooperative relationships with those contacted in the course of work activities

#### **Supervisory Responsibility**

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

#### **Work Environment**

This job operates in a professional office environment. Work is performed in a stockroom, lab, pharmacy, records room, or other partially environmentally controlled room. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This job exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work requires use of protective devices such as masks, eye shields, and gloves. Incumbent may be exposed to unknown, dangerous, and/or life-threatening conditions, and to possible bodily

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injury from angry inmates, Other atypical conditions include subjection 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 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 a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This 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 office 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. Two (2) years training in an accredited school of nursing or equivalent.
2. Five (5) years of professional nursing experience, including two (2) years in an administrative or supervisory capacity.

### **Preferred Education and Experience**

1. Preference may be given to applicants with a bachelor's degree in Nursing.
2. Preference may be given to candidates with community or mental health nursing experience.

### **Additional Eligibility Qualifications**

1. Incumbent must possess a current State of Utah Registered Nurse license.
2. Incumbent must possess Basic Life Support (BLS) and First Aid certifications.

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3. Applicants 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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