



CLASS SPECIFICATION

Class Title: Jail Health Services Administrator
Department: Sheriff's Office
FLSA: Exempt

Class Code: 7729
Eff. Date: 03/06/2020
Grade: 30

GENERAL PURPOSE

Under general supervision of the Sheriff or a Chief Deputy, directs the planning, organizing, and controlling of all internal operations of the medical, dental, and mental health areas of the Davis County Jail. Ensures quality and accessibility of health and mental health services to inmates, and ensures training and effective supervision of health services employees.

EXAMPLE OF DUTIES

Responsible for monitoring medical budget throughout the year and makes recommendations for budget adjustments related to labor expenses, supplies, negotiation of fee schedules and contracts with outside providers (pharmacy, lab services, radiology, and medical suppliers). Reviews all medical bills requiring payment from health care providers (physicians, dentists, etc.) to ensure proper billing for services performed. Prepares annual budget and provides statistical information and expenditure justification; identifies staffing, equipment and space needs; develops billing and adjudication procedures in compliance with Davis County Clerk/Auditor.

Assists in the hiring, training, and development of staff; prepares and completes annual performance evaluations for nursing staff and provides feedback on performance; addresses performance issues in a proactive and timely manner; initiates corrective and disciplinary action as necessary. Manages and resolves conflicts. Provides feedback and recognition when appropriate. Ensures Health Insurance Portability and Accountability Act (HIPPA) compliance.

Develops positive relationships with staff, peers, and senior leadership to support the mission, vision and values of the Davis County Sheriff's Office. Works closely with contracted health authority for the Davis County Jail to ensure proper protocols are in place for treatment of inmates. With assistance of the nursing supervisors, prepares and implements a training program for all newly hired nurses and nurses requiring remedial training. Ensures all nursing staff attends and receives 40 hours of required annual training.

Oversees contracts with the Federal Bureau of Prisons (FBOP), United States Marshals (USM), Utah State Prison (USP), and Davis County contracted dentist and doctor. Ensures all health claim forms are properly notated for reimbursement from contracted entities. Assists with annual facility audits and provides proper documentation for audits.

Oversees Vivitrol program and ensures proper compliance. Prepares and provides medical records to the FBOP, USM, USP and other offices upon request. Gives feedback to vendors in any areas where contract expectations are not being met, and outlines corrective actions needed and time frames for remedies to be in place.

Evaluates contractors and providers for compliance with institutional, professional, regulatory, government, and safety requirements and makes contract modification recommendations. Prepares and submits annual report on services provided by contracted vendors and their performance to the Chief Deputy. Monitors referrals for outside medical services to determine correctness of provider referral, appropriate services provided, cost effectiveness of care, and oversight of completion of treatment and payments.

Ensures the implementation of medical policies, procedures, protocols and guidelines initiated by County, State, and Federal agencies. Reviews existing policy and procedures annually and recommends the development of new policies and procedures. Ensures inmate care and jail policies and procedures are in compliance with Judicial, State, and Federal requirements.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in nursing (BSN), plus five (5) years of health care or health services experience which may include a combination of nursing, paramedic, health administration, public health or health care case management; **required experience includes at least two (2) years of nursing (RN) experience.** Also requires at least two (2) years of supervisory experience. Experience must include working with patients with a wide range of medical needs. An equivalent combination of related education and experience will also be considered.

Preference for one or more of the following:

- Related experience in a correctional environment.
- Master's degree in Nursing, Health Care Administration, or a related field.
- Mental health experience (caseworker, case manager, social worker or a related position).

2. Other Requirements:

Must possess and maintain a current and valid Registered Nurse License issued by the Utah Division of Occupational and Professional Licensing.

Must possess and maintain valid BLS (Basic Life Support) and ACLS (Advanced Cardiac Life Support) certifications.

Must pass the Davis County Sheriff's Office background investigation which includes a criminal history background investigation.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor



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vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Working knowledge of: Varied medical disciplines including: effects of drug and alcohol abuse and symptoms of withdrawal, nutrition, psychiatric theory and practice, epidemiology and communicable disease control, OB/GYN, oncology, geriatrics, orthopedics, medical and surgical nursing, neurology, dermatology, pharmacology, infestations, sexually transmitted diseases, nursing law-confidentiality, release of information, charting, retention of records, medical service providers, security, and record formats; Sheriff's Office and Corrections policies and procedures; National Commission on Correctional Health Care standards; jail security protocols; effective supervisory principles and practices.

Skill in: public speaking; composing medical reports and a variety of documents and reports; operating all applicable computer hardware and software programs/applications; operating standard office equipment; communicate via two-way radio.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise sound independent judgment and discretion; organize, plan and set priorities; interact with inmates from a variety of ethnic and social backgrounds; comply with security protocols and regulations; detect and avoid threatening situations; assign, direct and monitor the work of others; objectively evaluate employee performance; motivate subordinates; handle sensitive information with strict confidentiality; prepare and present statistical and narrative written and oral reports; create and maintain accurate records and files; compose professional correspondence, contracts, and other documents; understand complex spreadsheets; investigate, analyze and solve complex problems; make sound decisions and perform efficiently under pressure/deadlines; facilitate group processes, resolve conflicts, conduct group training; coordinate work and services with multiple organizations; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, board of health members, other employees, local, state, and federal officials, other allied agencies, and the general public.

WORKING CONDITIONS

Working with inmates from diverse backgrounds who may have a history of violence, drug use, and mental health issues, may be considered unstable. Work in a secure jail environment that operates 24

hours/day, 7 days/week. Work for sustained periods of time maintaining concentrated attention to detail. Move throughout the jail facility. On occasion, work extended hours including early mornings, evenings, weekends, and holidays; respond to emergencies as directed.

Position is located in the Davis County Jail and works with and around inmates. Employees must use sensory perceptions of seeing, hearing, and smelling in order to be alert and aware of their surroundings at all times. Employees must be able to detect and discern emergency and/or threatening situations in the jail facility.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 3/6/2020

Department Approval: Sheriff Kelly Sparks

HR Generalist Approval: Jessica Weaver

Classification Approval: Jana Bake, HR Deputy Director