

LINN COUNTY CLASSIFICATION

TITLE: HEALTH SERVICES COORDINATOR

NUMBER: 663

APPROVAL ORDER NUMBER: 2022-263

PAY RANGE: 16

DATE: JULY 19, 2022

CATEGORY: MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for coordinating all levels of Adults in Custody (AIC) health care ensuring quality and accessible health services. In conjunction with the medical staff, Health Services Director and Jail Physician, plans for the implementation of health care services in the Linn County Jail. Coordinates and assists in coordinating health care services, infection control and quality assurance.

SUPERVISION RECEIVED: Works under supervision of the Health Services Director who assigns duties and evaluates performance and adherence to established policies. Nursing duties are conducted within the limits of the standing orders of the Jail Physician and clinically evaluated and directed by the Health Services Director.

SUPERVISION EXERCISED: Exercises supervision over the Linn County Jail Medication Aide and Corrections Programs Service Aide to include scheduling and evaluation of work performance. This classification does not exercise supervision, dictate work or instructions of a clinical nature to any other employees. An employee in this classification assists in the formulation and implementation of management decisions and policies.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Coordinates within the Medical Department to provide quality AIC health care services meeting both AIC's needs and Jail requirements. Ensures that AIC quarters are inspected for cleanliness and environmental safety.
2. Provides liaison and coordination of health care with corrections staff, Health Services Director, Jail Physician, emergency room physicians, private physicians, mental health and dental staff.
3. Responsible for meeting the requirement to maintain accreditation with the National Commission for Correctional Healthcare and/or other accrediting and certification bodies and for keeping policy and procedures updated/written to reflect the standards as described by the National Commission.
4. Responsible for training and arranging educational opportunities for the medical staff and for oversight and training of corrections deputies relating to medical issues.
5. Assists in coordinating the operational functions of medical department. Communicates with the Health Services Director and Jail Physician regarding operations of the department.

6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of modern policies, procedures and techniques for the custody, care and treatment of AICs. Ability to maintain order and supervise conduct of AICs. Ability to exercise good judgment and act professionally and effectively in emergency and stress situations. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to nursing and corrections programs. Knowledge of nursing principles, methods and procedures associated with preventive measures in the maintenance of health in a corrections facility.

Ability to carry out instructions and exercise judgment within the scope of nursing principles. Ability to establish and maintain effective working relationships with corrections staff, corrections doctor and other agencies. Ability to work rotating shifts, evenings, nights, weekends and may be asked to work holidays. Ability to work in a corrections setting.

EXPERIENCE, EDUCATION AND TRAINING: Three years experience in correctional setting, CCHP certified or demonstrated ability to obtain certification within the year. Any satisfactory combination of experience, training and education which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record, at the time of appointment, may be a condition of employment. Must have certification as Correctional Healthcare Professional or acquire the certification within one year of hire. Must possess and maintain a valid First Aid and CRP card including operation of Automatic External Defibrillators.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is primarily performed indoors. Work requirements include being able to see (Corrected vision shall be at least 20/30 [Snellen] in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal); talk and hear (have no significant hearing loss); sit, stand and walk; read and write; bend, stoop and the ability to lift or move thirty (30) pounds; use hands to finger, handle or operate objects, tools or controls and reach with hands and arms; and, shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice. The work involves potential exposure to blood products and cleaning materials.