

REGISTERED NURSE SUPERVISOR I (COUNTY JAIL)
CHAUTAUQUA COUNTY DEPARTMENT OF HEALTH
SALARY RANGE: \$39.34 - \$52.43/HOUR + BENEFITS

The Chautauqua County Department of Health is seeking qualified applicants to fill one (1) Full-Time, 40 hours/week Registered Nurse Supervisor I (County Jail) position in Mayville, NY. A person in this class serves as a supervising nurse at the Chautauqua County Jail with responsibility for supervising and implementing nursing care according to the policies and procedures established jointly by the Office of the Sheriff and County Health Department. Responsibility for maintaining quality nursing care, and evaluating the performance of nursing staff rests with this position. Does related work as required.

Typical Work Activities:

- Provides nursing care to individuals in the County Jail;
- Ensures the review of all current M.D. orders, medication records, and treatment records. Ensures that what is ordered has been transcribed and carried out; directs other licensed personnel to check physician's orders on a daily basis;
- Dispenses and/or administers prescribed medications according to Nurse Practitioner instructions or Medical Doctor standing orders;
- Directly supervises and evaluates the care being given as well as the work performance of individual employees;
- Performs inmate health assessments, including the gathering of health history information and general physical examination;
- Responds to requests for medical treatment within the jail, triage patients and provides necessary medical treatment, or refer to Jail physician or other health care providers or facilities as needed;
- Manages inmate medications including, ordering, inventory monitoring, storage, security and return of prescription medications and other general medical supplies;
- Transcribes physician's orders to inmate medical charts and files and performs all related record keeping for same;
- Provides supplies and equipment as needed, and ensures their proper usage;
- Participates in conferences, and in-service programs, and assists in orienting new staff members on their shift;
- Monitors and oversees infection control standards;
- Reviews all patient lab work;
- Assists Physician as required;
- Coordinates patient services with other disciplines;
- Enters case activity into medical records system using a keyboard and retrieves information as needed;
- Keeps records, prepares reports and other related documents;
- Maintains policies and procedures within the Jail Clinic and updates staff when changes are made;
- Conducts monthly staff meetings as required.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Possession of a Bachelor's degree in Nursing from a regionally accredited or New York State registered four-year college or university.

Special Requirements:

1. Possession of a license issued by the State of New York to practice as a Registered Professional Nurse at the time of application, appointment and during service in this classification.
2. Ability to meet the regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.

Note: *Candidates who possess credentials from other states for which New York maintains reciprocity will be approved conditionally pending proof of New York State Certification.*