

DIRECTOR OF HEALTH SERVICES

CHAUTAUQUA COUNTY DEPARTMENT OF HEALTH

SALARY RANGE: \$84,282.00 - \$131,884.00/YEAR + BENEFITS

The Chautauqua County Department of Health is seeking qualified applicants to fill one (1) Director of Health Services position within the Chautauqua County Jail in Mayville, NY. Position is full-time at 40 hours as assigned. A Director of Health Services is a professional administrative nursing position involving responsibility for the strategic direction, administration and operational management of all medical and mental health services within the Chautauqua County Jail. This position functions as a key member of the facility's leadership staff and is accountable for ensuring that healthcare services are delivered efficiently, ethically and in compliance with all applicable laws, regulations and standards. This position will also oversee multidisciplinary teams and drive continuous improvement in clinical outcomes, operational performance and patient safety. Activities are performed under the general direction of the Chief Medical Officer with leeway for the exercise of independent judgment in the administrative oversight of day-to-day operations with the Chautauqua County Jail. Supervision is exercised over the work of professional and non-professional employees. An incumbent in this position also takes part in departmental administrative planning as it pertains to these program areas, particularly the allocation of staff and fiscal resources. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides management oversight for all correctional healthcare services, including medical and mental health operations within the Chautauqua County Jail;
- Directly supervises nursing leaders and mental health staff within the unit to establish clear lines of authority, accountability and performance expectations across multidisciplinary teams;
- Oversees workforce planning, recruitment, employment, orientation, assignment, education, evaluation and use of staff within the program;
- Formulates, implements and enforces policies, procedures and clinical protocols for medical and behavioral health services within the Jail;
- Ensures compliance with New York State Commission of Correction (SCOC), Department of Health (DOH), and accreditation standards set by the National Commission on Correctional Health Care (NCCHC);
- Administers departmental budgets, financial planning and cost-control strategies;
- Manages contracts and vendor relationships for healthcare services;
- Leads quality assurance, risk management and performance improvement programs, including analyzing the data and implementing system-wide changes for improvement;
- Ensures integration of medical and mental health care, including intake screenings, chronic care management, suicide prevention and crisis intervention;
- Serves as the primary liaison between healthcare services, correctional administration, county officials and external regulatory agencies;
- Oversees medication management systems, including compliance with controlled substance regulations and psychotropic medication protocols;
- Represents the Chief Medical Officer at meetings as assigned;
- May provide oversight over other program areas as assigned.

This position will be filled by qualified 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 |

SUGGESTED MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's degree in Nursing, Public Administration, Health Administration, or a closely related field, from a regionally accredited or New York State registered college or university, plus five (5) years of experience as a Registered Professional Nurse, three (3) years of which must have been in a supervisory position; **OR**
- B. Possession of a Bachelor's degree in Nursing, Public Administration, Health Administration, or a closely related field, from a regionally accredited or New York State registered four-year college or university, plus seven (7) years of experience as a Registered Professional Nurse, three (3) years of which must have been in a supervisory position.

ADDITIONAL REQUIREMENTS:

1. Possession of licensure and current registration to practice as a Registered Professional Nurse in New York State at time of appointment and during service in this class.
2. Ability to meet the regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.