

DIRECTOR OF CORRECTIONAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work of a complex nature involving a responsibility for planning and directing a multifaceted (e.g., medical, nursing, psychiatric, pharmaceutical, compliance, etc.), comprehensive health services program for inmates in the Rockland County Jail. The work is performed under the general supervision of the Undersheriff and in accordance with established guidelines and regulations, but with latitude for independent action and decision making. The position requires availability to respond to emergencies at all times. Supervision is exercised over a large number of professional and paraprofessional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops policies and procedures, oversees service delivery, and makes recommendations regarding correctional health services programs in order to ensure a safe, high quality, and cost effective health care program for all inmates in the County jail;

Reviews federal, New York State, and local laws, regulations and accreditation standards (e.g., National Commission on Correctional Health Care) and monitors procedures and health services in order to ensure compliance with same;

Makes recommendations regarding annual operating and capital budgets as they pertain to correctional health and monitors costs and prepares reports regarding same;

Develops and implements a program of utilization review to evaluate the clinical appropriateness and cost effectiveness of health services provided to inmates;

Researches and makes recommendations regarding new products, services, and technologies to support and ensure the effective and efficient delivery of health services;

Coordinates the provision of health, mental health, and dental services with County departments and community-based health services providers and negotiates contracts and agreements regarding same, as needed;

Develops and implements staffing plans, including scheduling, to ensure compliance with New York State and federal standards for all levels of providers, (e.g. physicians, nurses, clerical, etc.), including recruiting and screening correctional health services staff;

Oversees the development and implementation of health records systems, including but not limited to system efficiency, staff training, compliance with confidentiality requirements, etc.;

Acts as liaison to hospitals and community-based health care providers in order to arrange for and ensure the provision of specialized health services and effective responses to emergencies;

Conducts and attends a variety of meetings including, but not limited to, those with representatives of County departments involved in the County's correctional health services, in order to coordinate services, exchange information, resolve problems, etc.;

Prepares a variety of reports in accordance with federal, New York State and local requirements;

Develops and implements a comprehensive quality management program for all health services provided to inmates;

Monitors health services equipment and supplies and arranges for repairs, replacement equipment, as needed.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of health care management in a correctional setting; thorough knowledge of the National Commission on Correctional Health Care standards; thorough knowledge of federal, New York State and local correctional health care regulations and standards; good knowledge of the services of Rockland County departments as they apply to correctional health*; good knowledge of local and regional health care providers and hospital services*; ability to plan, supervise and coordinate the work of others; ability to establish and maintain effective relationships with inmates, professional personnel and public officials; ability to prepare reports; ability to understand and interpret policies, standards, and regulations pertaining to correctional health.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Health Services/Health Care Administration, Nursing, Psychology, Social Work (psychiatric social work), or comparable curriculum and five (5) years of professional (post-degree) experience in a health services organization (e.g., hospital, nursing home, public health agency), two (2) years of which must have substantially included administrative, supervisory, or managerial duties.

SPECIAL REQUIREMENT: Completion of or eligibility** for certification as a Correctional Health Professional by the National Commission on Correctional Health Care (NCCHC). If eligible, certification must be completed within one (1) year of appointment.

*To be demonstrated during the probationary period.

**Eligibility for certification shall include: Credentials appropriate to the applicant's field and employment position as determined by the NCCHC, good character and fitness as determined by the NCCHC, and successful completion of the CCHP examination.