



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov | (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB POSTING NOTICE

TITLE: [Nursing Director \(Correctional Facility\)](#)

DEPARTMENT: Office of Sheriff

RATE OF PAY: \$74,045/Year

TIME: Full-Time, Monday-Friday, Daytime Position

TYPE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the [Rule of Three](#).

NOTE: Appointment pending pre-placement drug screen and background check.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited college or New York State registered college or university with a Bachelor's degree, or higher, in nursing AND two (2) years of full-time paid work experience as a nurse managing or supervising in a governmental public health department, a certified home health care agency or a long term care home health program, or an institutional setting such as a hospital, clinic or jail; OR
2. Graduation from an approved three-year school of professional nursing AND three (3) years of work experience as noted in (1) above; OR
3. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in nursing AND four (4) years of experience as noted in (1) above.

SUBSTITUTION: Possession of a Master's degree from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees in nursing OR public health administration may be substituted for one (1) year of work experience.

SPECIAL REQUIREMENT AT TIME OF APPLICATION: Possession of the license and current registration to practice as a Registered Professional Nurse from the New York State Department of Education.

TYPICAL WORK ACTIVITIES:

Works in collaboration with the Medical Director in defining operational goals and objectives for the program, including assuming primary responsibility for day-to-day operations of the correctional health program;

Develops operational and nursing policy and procedures;

Assumes oversight and management of the budget;

Monitors reports, tracks expenses and revenues and prepares annual budgets;

Works with the Medical Director to identify cost savings and revenue enhancing opportunities;

Assures that services provided are in accordance with federal, state and local regulations and/or requirements;

Supervises the work of the nursing staff and support staff – including hiring and ongoing evaluation;

Collaborates with the Medical Director on supervision of the Nurse Practitioner in relation to his/her performance as a member of the correctional health team;

Oversees development and implementation of a quality improvement plan in collaboration with the Medical Director of the program;

Oversees licensing and registration requirements of operational needs and equipment;

Conducts orientation, training and on-going education programs;

Conducts focus studies and performs epidemiology and surveillance activities;

Serves as program liaison to corrections department, county departments and outside agencies;

Serves as a member of the Public Health management team;

Works collaboratively in assuring that goals and objectives of the department are met;

Assures adequate staffing patterns to meet the needs for the program as identified by both the public health and the corrections' department;

Assumes full responsibility for nursing care.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

EOE