

**NURSING SUPERVISOR-ASSISTANT HEALTH SERVICES
ADMINISTRATOR
ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL
Salary range \$77,388-\$124,111**

Work hours 1:00 PM -9:30 PM

GENERAL DESCRIPTION OF CLASS:

The Assistant Health Services Administrator / Nursing Supervisor plays a dual role providing both administrative leadership and clinical oversight within the health services department. This position supports the HSA in operational management while directly supervising nursing staff and contributing to patient care delivery. The role ensures quality healthcare is provided to the incarcerated population in compliance with legal, ethical, and professional standards.

In addition to supporting the HSA with daily operations, staffing, and regulatory compliance, the Nursing Supervisor acts as a clinical leader — guiding nursing practices, promoting patient safety, and stepping into direct care roles when needed to support staffing or medical emergencies.

ESSENTIAL TASKS:

- Provide direct supervision, mentorship, and training for nursing staff. Conduct performance evaluations, including monthly reviews for new hires and annual reviews for all nursing personnel.
- Guide clinical decision-making and care prioritization based on patient acuity, nursing scope, and correctional healthcare standards.
- Deliver direct patient care as needed, including obtaining medical and mental health histories, triage, emergency interventions, assessments, medication administration, initial physical examination, and treatments.
- Ensure staff compliance with infection control practices, clinical protocols, and applicable correctional healthcare regulations.
- Assist the Health Services Administrator (HSA) in overseeing healthcare operations, including staffing, scheduling, policy development, and implementation.

- Monitor compliance with local, state, and federal healthcare regulations, including HIPAA, NCCHC, ACA, and DOC standards.
- Participate in internal and external audits, inspections, and accreditation preparation processes.
- Serve as a liaison between medical, mental health, and correctional staff to promote interdisciplinary communication and continuity of care.
- Coordinate emergency medical responses, including inmate crisis situations, emergency transports, and on-site care delivery.
- Ensure that all nursing staff are trained in emergency procedures and maintain readiness for crisis situations.
- Oversee the accuracy, timeliness, completeness, and integrity of documentation in the Electronic Health Record (EHR), including updating nursing protocols and electronic forms within the CorEMR system.
- Compile and report clinical data and health service metrics to the HSA and facility leadership as required.
- Coordinate and facilitate orientation, onboarding, and in-service training programs for healthcare staff.
- Promote staff development in areas such as trauma-informed care, infection control, correctional nursing, and clinical skill enhancement.
- Collaborate with external healthcare providers and agencies to ensure continuity of care during off-site appointments or upon inmate discharge.

This job description outlines the primary duties and responsibilities expected of the position. It is not intended to be an exhaustive list. Other related duties may be assigned by the Health Services Administrator or facility leadership as needs evolve.

DATA INVOLVEMENT, PEOPLE, AND THINGS

DATA INVOLVEMENT:

This position requires regular interaction with sensitive and regulated data, including protected health information (PHI), clinical metrics, and compliance documentation. Responsibilities include accurate data entry and review in the Electronic Health Record (EHR), compiling health service reports, participating in audits, and managing staff performance records. Data use must align with HIPAA and correctional healthcare standards.

PEOPLE INVOLVEMENT:

This position requires frequent and direct interaction with multidisciplinary teams, incarcerated individuals, correctional staff, and external healthcare partners. The role includes supervision of nursing staff, coordination with medical and mental health professionals, and direct patient care. Strong communication, conflict resolution, and leadership skills are essential for success in this role.

INVOLVEMENT WITH THINGS:

This role requires frequent use of medical equipment and supplies for direct patient care, including emergency interventions. The incumbent regularly operates electronic health record systems (e.g., CorEMR), standard office software, and communicates using digital platforms. The role also functions within a secure correctional facility and interacts with physical safety and medical inventory systems as needed.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

This position requires advanced clinical reasoning, strong problem-solving abilities, and sound judgment in high-pressure and ethically complex situations. The incumbent must analyze clinical and operational data, interpret policies and regulations, and adapt procedures to ensure quality, safety, and compliance. The role also involves evaluating staff performance and coordinating training programs based on observed needs.

MATHEMATICAL REQUIREMENTS:

This position requires the ability to apply basic to intermediate mathematical skills in clinical and administrative settings. Tasks may

include medication calculations, interpreting clinical data, generating staffing plans, and contributing to operational reports. Proficiency with unit conversions, percentages, and basic statistical interpretation is essential.

LANGUAGE REQUIREMENTS:

This position requires advanced verbal and written communication skills. The incumbent must be able to clearly and effectively communicate with clinical staff, correctional personnel, and external agencies. Strong command of medical terminology, professional writing, and clinical documentation practices is essential. Must be able to read and interpret complex policies, procedures, and healthcare regulations. Proficiency in documentation using an Electronic Health Record (EHR) system is required.

MENTAL REQUIREMENTS:

This role requires advanced mental and cognitive skills, including the ability to think critically, solve problems independently, prioritize multiple tasks under pressure, and exercise sound clinical judgment in high-risk situations. Strong attention to detail is essential for maintaining accurate documentation and compliance. The position also requires the ability to remain composed in emotionally charged situations and to make timely, well-informed decisions in emergency settings.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPERATION

VOCATIONAL/EDUCATIONAL REQUIREMENTS:

Must have graduated from an accredited nursing program and hold a current Registered Nurse license valid in the Commonwealth of Virginia or hold compact licensure eligibility. Current certifications in CPR, BLS, First Aid, AED, and Narcan administration are required. A Bachelor of Science

in Nursing (BSN) or higher, along with specialized training in trauma-informed care, behavioral health, or leadership, is preferred. Additional certifications such as NCCHC Certified Correctional Health Professional (CCHP) are advantageous.

EXPERIENCE REQUIREMENTS:

A minimum of 3 years of nursing experience, preferably in correctional, institutional, or emergency healthcare settings. At least 1 year of supervisory or clinical leadership experience is required. Demonstrated background in healthcare operations or clinical administration is highly desirable. Experience with healthcare audits, accreditation preparation, trauma-informed care, and behavioral health is preferred.

SPECIAL CERTIFICATIONS AND LICENSES REQUIREMENT:

Must hold a current Registered Nurse (RN) license in Virginia or hold a compact licensure as a Registered Nurse. Required certifications include CPR, BLS, First Aid, AED, and Narcan administration competency. Certification as a Certified Correctional Health Professional (CCHP) or equivalent is preferred. Additional certifications in trauma-informed care or behavioral health are a plus.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Must be able to stand and walk for extended periods, occasionally lift upwards to 25 pounds, and demonstrate fine motor skills necessary for clinical tasks such as medication administration and wound care. Ability to respond quickly in emergencies and operate medical and electronic equipment efficiently is essential.

ENVIROMENTAL HAZARDS:

Work is performed in a secure correctional facility with potential exposure to infectious diseases, biohazards, and aggressive behavior. Employees must adhere to strict infection control and security protocols while managing stressful and potentially traumatic situations.

SENSORY REQUIREMENTS:

Must possess adequate visual, auditory, and tactile abilities to assess patient conditions, administer treatments, operate clinical equipment, and respond to emergencies. Sensory acuity is important for accurate charting, observation, communication, and maintaining patient and staff safety in a secure correctional setting.

JUDGEMENTS AND DECISIONS

JUDGEMENTS AND DECISION REQUIREMENTS:

This role requires frequent, independent decision-making under pressure, particularly in clinical emergencies, staff management, and compliance scenarios. Must exercise sound clinical judgment, ethical reasoning, and operational discretion to ensure high-quality care and adherence to legal and institutional standards. Decisions can drastically impact patient outcomes, staff performance, and regulatory compliance.

ADA COMPLIANCE

The Albemarle Charlottesville Regional Jail is an Equal Opportunity Employer; reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

DEADLINE FOR APPLICATIONS: Until Filled **APPLY** – Please fill out the application located here: <https://www.acrj.org/careers>.

EQUAL EMPLOYMENT OPPORTUNITY: Hiring for the Albemarle-Charlottesville Regional Jail shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status or disability unless otherwise permitted by Jail Board Authority policy or applicable law. Applicants hired by the Albemarle-Charlottesville Regional Jail must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.