



Virginia Peninsula Regional Jail

Director of Nursing

Organization Profile

The Virginia Peninsula Regional Jail, (VPRJ) located in James City County, VA, seeks a career-minded individual for the position of Director of Nursing. The position is responsible for overseeing the delivery of medical services by the Duty Nurses, Medical Assistant, and other medical care providers. The Director of Nursing will report to the Health Service Administrator. The organization provides a secure facility, services four jurisdictions, (James City County, Williamsburg, York and Poquoson), and employs a variety of sworn and civilian staff. A team-oriented environment, excellent benefits, competitive salary, safe and secure working environment, and a well-trained staff of professionals make VPRJ a great place to work. For more information about the Virginia Peninsula Regional Jail, please visit www.vprj.net.

Position Profile

The Director of Nursing under the direction of the Health Service Administrator provides supervision and technical assistance to jail staff assigned to the Department and outside health care providers delivering medical, dental, and mental health care services; works with the Security Division to assist operations in given situations requiring medical decisions. Ensures department operations are in compliance with facility policies and procedures; advises assigned staff on policy and procedural changes.

Compensation and Benefits

The salary for the position is based on qualifications and experience. Benefits include participation in the Virginia Retirement System, paid leave, group life insurance, and medical insurance. The Virginia Peninsula Regional Jail is an Equal Opportunity Employer.

Applications and Inquiries

The position will be opened until filled. Review of applicant submittals will begin on July 19, 2021. All interested applicants may send their letters of intent and resumes either by mail or hand delivered to Captain Sammy K. Kanda Jr., Director of Human Resources between 8:00 am – 5:00 pm. Monday through Friday.

Essential Job Functions (other essential job functions may be designated by department)

- Schedules and coordinates inmate visits to outside health professionals in conjunction with the Security Division and the Transportation Department, participates as a member of the Restricted Housing Review Board.
- Performs daily inspections of the Medical Services Department and medical-related areas of the jail; maintains, inspects and inventories assigned equipment, reporting damage or disrepair as necessary. Makes recommendations for new equipment or technology to improve medical services in the jail.
- Performs tasks assigned to other Medical Services Department during vacancies and periods of heavy demands on the Department.
- Serves as a trainer as needed. Works with the Director of Training to ensure that assigned staff and outside providers are properly trained. Identifies training opportunities for the medical staff.
- Conducts performance evaluations of staff under the Director's direct supervision. Responsible for taking corrective action in response to performance deficiencies or matters requiring disciplinary action.
- Ensures there is appropriate documentation of medical services rendered in each inmate's file; maintains medical files in an orderly manner with continual updates; routinely inventories pharmaceuticals, medical supplies and orders as necessary.
- Oversees the activities of the Nursing Supervisor who is responsible for monitoring the delivery of medical care by the Duty Nurses. Works in collaboration with the Nursing Supervisor to complete performance evaluations of the Duty Nurses or impose corrective action pertaining to their delivery of medical care.
- Establishes and maintains effective and harmonious working relationships with other Regional Jail staff, health care providers, and local medical authorities. Represents the Regional Jail to the health care community.

Job Preparation Needed

- Any combination of education and experience equivalent in related field; and experience in the field of adult corrections.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license.
- Must be a citizen of the United States.
- Preferred Residency: Within the four jurisdictions of James City County, Williamsburg, York and Poquoson. (Negotiable).
- Must have no prior conviction for a felony criminal offense as provided for in the Code of Virginia or a prior conviction in a federal, military, or other state court that would be a felony if committed within the Commonwealth of Virginia.
- Skilled in the use of computer software, especially Microsoft Office Suite.
- Ability to communicate effectively orally and in writing; prepare and interpret materials and equipment specifications; ability to exercise courtesy and tact as a member of a diverse team of employees and in citizen interactions.



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Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Job Locations and Conditions

- Duties will be performed primarily in an office setting.
- Performs work safely in accordance with department and government safety procedures and regulations; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.

General Aptitudes and Physical Abilities

The Virginia Peninsula Regional Jail is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	O	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	R	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition 5-10 pounds of materials/equipment from ground to waist.
Ascend/Descend	R	Must be able to work in and move to different height levels
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	F	Move self from one location to another on flat terrain.
Run	R	Move self from one location to another on flat terrain.
Position self to lower level	R	Must have ability to bend forward or down from the middle of the waist or the



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		middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in a standard vehicle.