



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
1/3/24

Agency: Oregon Youth Authority

Facility/Operational Area: Health Services

New Revised

This position is (Service Type):

- Classified (C)
- Unclassified (U)
 - Executive Service (Z)
 - Supervisory
 - Non-Supervisory
- Management Service (X)
 - Mgmt Svc - Supervisory (MMS)
 - Mgmt Svc - Managerial (MMN)
 - Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Nurse Manager</u></p> <p>c. Effective (Established) Date: <u>10/1/2009</u></p> <p>e. Working Title: <u>Nurse Manager</u></p> <p>g. Section Title: <u>Health Services</u></p> <p>i. Employee Name: <u>Vacant</u></p> <p>k. Work Location (City/County): <u>Salem / Woodburn</u></p> <p>l. Supervisor Name: <u>Dr. Marcia Adams, Medical Director</u></p> <p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> <p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p> <p>If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>	<p>b. Classification No: <u>X6241</u></p> <p>d. Position No: <u>0309003</u></p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: <u>001102180</u></p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input type="checkbox"/> SEIU (OAI)</p> <p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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p. Eligible for PERS Police and Fire Designation per **ORS 238.005**: Yes No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. Yes No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

This position exists in the Health Services department. The purpose of the Health Services department is to provide medical, psychiatric, psychological, dental and nursing services to youth in OYA close custody facilities. The Health Services department consists of physicians, psychologists, dentists, nurses, and administrative staff. The department also manages a number of health care contracts for health care services provided to the youth. The program functions under the principle that youth need to be healthy in mind and body in order to actively participate in reformation programs. Health Services also embrace diversity, equity, and inclusion, as a priority, in our approach to staff and youth. It is important to recognize that youth from marginalized populations, and underserved communities may not be up-to-date on health care services, and as a result may require additional resources to improve overall health.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement, "The primary purpose of this position is to:"

The purpose of this position is to manage the delivery of nursing services provided at OYA Youth Correctional Facilities. This position reports directly to, and receives work assignments from the OYA

Medical Director. The Nurse Manager provides overall direction and guidance to the statewide OYA institutional nursing program, including quality assurance/improvement, nursing protocols, and supervision of nursing staff. Further, the program is responsible for healthcare delivery to 900 youth in OYA facilities. The Nurse Manager participates in creating and maintaining a positive, affirming environment which values and respects OYA employees and the youth they serve.

This position is located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure custody, control, and supervision of youth. Security and control take priority over all responsibilities. The employee in this position must be constantly vigilant and aware of potential breaches to safety or security and is required to initiate immediate and appropriate responses to such breaches.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency’s core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.
Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
50%	NC	E	Administrative Duties <ul style="list-style-type: none"> • Provides overall direction and guidance to statewide OYA institutional nursing program. • Establishes and implements nurse care delivery quality assurance monitoring systems for OYA institutional programs. • Develops and implements system-wide comprehensive quality improvement program to ensure that care meets standards established by the agency Medical Director. • Develops system-wide policies and protocols for nursing care and ensures that local procedures are developed to carry out statewide policies. Ensures care is standardized across agencies. • With agency Medical Director, develops and monitors agency-wide nurse care policies, including infection control programs. • Communicates with other county, state, and federal agencies that impact OYA nurse care service provision, including the Oregon Board of Pharmacy, the Oregon Department of Human Services’ Health Division, county health departments, and the CDC. • Make arrangements for staff training and education on infectious disease control.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Works with the agency Training Academy to provide training for new and ongoing direct service staff in medication administration. • Arranges for training and continuing education opportunities for nursing staff agency-wide. Develops orientation training for all new Health Services staff, distinct from the agency's new employee orientation carried out by the Training Academy. • Arranges for objective, annual check of required nursing skills to ensure that nursing staff keep skills up to date, examples are blood pressure checks, PPD placement, blood drawing skills, etc. • Directs and facilitates regular meetings with statewide nursing staff to share information, review nursing policies and protocols, and develop goals and action plans. • Participates in the management of the program budget and expenditures to maximize efficiency, stay within budget, and assure appropriate service provision; ensures expenditures meet state standards. • Ensures system-wide purchasing, of health care services and supplies, meets state purchasing requirements. • Participates in updating the agency's Pandemic Plan. • Coordination of OYA Youth Immunization program. • Under the direction of the Medical Director, oversees youth health education and promotion programs, including nutrition. • Liaises with the agency's food service/nutrition coordinator to ensure that special dietary needs are met.
30%	NC	E	<p>Supervisory Duties</p> <ul style="list-style-type: none"> • Hires and evaluates the performance of direct and indirect reports at OYA youth correctional facilities. • Effectively recruit and develop a diverse, culturally competent staff. • Ensures that staff is well versed in program objectives and performs their assignments in a manner consistent with agency mission and Health Services goals. • Provide ongoing oversight of staff performance in accordance with personnel policies, collective bargaining agreements, and standards of the Oregon Youth Authority. • Complete performance check-ins for all nursing staff. • Counsels employees and assists with goal setting, problem-solving, and professional development. • Initiates disciplinary action, when necessary.
15%	NC	E	<p>Direct Patient Care</p> <p>Provide direct nursing care services to youth when needed, or when requested by the agency Medical Director.</p>
5%	NC	E	<ul style="list-style-type: none"> • Other duties as assigned by the Medical Director. • The position will be required to travel frequently between OYA facilities. Must have a current Oregon driver's license with an acceptable driving record.

% of Time	N/R/NC	E/NE	DUTIES
On-going	NC	E E E E E E	<ul style="list-style-type: none"> • Understand EEO, AA, Diversity and Cultural Competency principles, and the agency's AA Plan goals and objectives. Develop and implement strategies to meet goals and objectives; and report annual efforts, successes and/or accomplishments during the period. Participates in the agency's DEI program and initiatives. • Review hiring, transfers, promotional, developmental/rotational or training practices and procedures to identify and remove barriers in the attainment of the agency's goals and objectives. Engage in appropriate recruitment efforts designed to reach agency's goals and objectives. • Make hiring, transfer and promotional decisions in support of agency's goals and objectives including developmental, rotational and/or training opportunities for all employees. Actively mentor people of diverse backgrounds, people with disabilities and/or women in skill building and professional development. • Promote and foster a positive work environment within Agency programs concerning EEO, AA, Diversity, and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures, and address work-related issues and/or concerns immediately and take appropriate action if necessary. • Attend EEO, AA and other diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development. • Ensure information regarding EEO, AA and Americans with Disabilities Act (ADA) information is properly displayed on the appropriate boards at the worksite(s).
100%			

SECTION 4. WORKING CONDITIONS

Describe any ongoing working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Health clinic settings in youth correctional facilities may expose employees to communicable diseases on a regular basis. Because the work settings are typically within a secure custody facility, strict adherence to security protocols is necessary to ensure safety. May be in contact with youth and others who exhibit hostile, assaultive behavior, or are subject to a hostage situation.

A current Oregon driver's license is required as the position will be required to travel frequently between OYA facilities. Travel to Central Administration will also be necessary.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Board of Pharmacy administrative rules relating to correctional facility drug rooms
Oregon Department of Human Services, Health Division rules on immunizations, disease control, etc.

Oregon Board of Nursing rules
 Oregon Youth Authority rules
 State and federal statutes and rules relating to patient confidentiality
 National Commission on Correctional Health Care Standards for Health Services in Juvenile Detention and Confinement Facilities

b. How are these guidelines used?

These guidelines establish governance for the implementation of job responsibilities and duties described above. These guidelines are used daily by this position in decision-making and planning for nursing care services and ensuring standardization of care across all OYA facilities.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?
Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How Often
Agency Medical Director	In person/phone/email	Plan, resolve problems, convey information	Daily
Agency nursing supervisors/staff	In person/phone/email	Plan, resolve problems, convey information	As needed
Other agency staff (Health Division, OSHA, etc.)	In person/phone/email	Plan, resolve problems, convey information	As needed
Agency administrators	In person/phone/email	Plan, resolve problems, convey information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The Nurse Manager assists the Medical Director in making decisions which help determine the development of service provisions and implementation of services for Health Services. The Nurse Manager participates in the budget management and expenditure decisions. The Nurse Manager makes hiring, evaluation, and disciplinary decisions on nursing staff. The Nurse Manager assists in the development of agency policy and is responsible for the development of nursing procedures to implement the policy. Decisions made by this position impact how statewide nursing services are provided.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?
Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Supervising Physician	0806001	Informal review of work through meetings; formal written performance assessments.	Weekly and as needed	Discuss clinic operations and performance review.

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 15

- How many employees are supervised through a subordinate supervisor? 19

- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Licensure as a registered nurse issued by the Oregon State Board of Nursing.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:
Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Participates in the management of the Health Services Budget	Approximately \$14,000,000.00	General Fund

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: **classification title, classification number, salary range, employee name, and position number.**

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date