



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **WARD/NURSE MANAGER (HPC/RN 3)** in the **Specialized and Medical Services Division** with salary ranging from **\$5,055,684 - \$6,009,620** per annum.

#### **JOB PURPOSE**

The Nurse/Ward Manager in the Department of Correctional Services is responsible for managing the healthcare services within the correctional facility. This role includes overseeing nursing staff, ensuring the delivery of high-quality medical care to inmates, and promoting a safe and therapeutic environment. The Ward Manager will also collaborate with correctional staff and healthcare teams to address the unique health needs of the inmate population.

#### **KEY RESPONSIBILITIES**

##### **Technical/Professional:**

- Provides performance evaluations of the staff supervised.
- Oversee and coordinate the delivery of nursing care to inmates, ensuring adherence to medical protocols and standards.
- Conduct health assessments and monitor the physical and mental health of inmates.
- Develop and implement individualized care plans and treatment protocols.
- Supervise and support nursing staff, fostering professional development and ensuring high standards of practice.
- Collaborate with correctional officers and other healthcare professionals to manage emergencies and maintain safety within the facility.
- Promote the importance of health services within the correctional facility to inmates and staff, enhancing awareness of available resources.
- Participate in community outreach initiatives to educate the public on healthcare issues pertinent to correctional populations.
- Foster relationships with external healthcare organizations to improve service delivery and resources for inmate health needs.
- Represent the nursing department in meetings with correctional and health authorities, advocating for improved health services and policies.

##### **Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

#### **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

- Strong clinical assessment and critical thinking skills;
- Knowledge of correctional healthcare regulations and standards;
- Proficient in developing and implementing care plans and treatment protocols;
- Excellent leadership and staff management abilities;
- Strong communication and interpersonal skills for interacting with inmates and staff;
- Ability to handle emergency situations calmly and effectively;
- Familiarity with mental health issues and substance abuse treatment;
- Proficiency in using Electronic Health Records (EHR) and medical software.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Registered Nurse (RN) with a valid nursing license in Jamaica;
- Bachelor's Degree in Nursing or related field; a Master's Degree is an advantage;
- Certification in Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS);
- Experience in correctional health care or mental health nursing is preferred;
- Five (5) years of nursing experience, with at least two (2) years in a supervisory or management role.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Working in a high-risk environment.
- General office environment with standard office equipment available.
- Extensive traveling required

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Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street,  
Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**