

JOB DESCRIPTION	EXTERNAL
County of York  Integrated Medical & Behavioral Health Division	Nurse Manager – Medical & Recovery Services Status: Full-Time FLSA: Exempt Salary: \$100,000 - \$108,000 Union: Non-Union Reports To: Director of Medical Services / Director of Integrated Medical and Behavioral Health

Job Summary

The Nurse Manager provides clinical and operational leadership for nursing services across the York County Jail Medical Division and the York County Recovery Centers Detox Program. The Nurse Manager is responsible for ensuring safe, effective, consistent, and compliant patient care while providing direct supervision and leadership to nursing and support staff. As a Registered Nurse, the Nurse Manager maintains full clinical competency and provides comprehensive, patient-centered nursing care as needed, applying professional nursing judgment to assess, plan, implement, and evaluate care in accordance with the Maine Nurse Practice Act, Maine State Board of Nursing regulations, and the Maine Standards for County and Municipal Detention Facilities.

This position serves as a key member of the clinical leadership team and works collaboratively with medical providers, behavioral health, custody/security, Recovery Center leadership, pharmacy, and other County departments to ensure continuity and quality of care across both programs, delivering safe, ethical, and legally compliant health services in a secure correctional environment and/or Recovery Center Detox program.

Scope/Supervision

The Nurse Manager works under the administrative and clinical supervision of the Director of Medical Services and/or the Director of Integrated Medical and Behavioral Health. Nursing practice is carried out independently within the scope of licensure as defined by the Maine Nurse Practice Act, and in collaboration with licensed providers according to facility policy, physician

orders, and standing protocols. The Nurse Manager is expected to perform all duties of the Registered Nurse position, including direct patient care and shift coverage, as operational needs require.

Supervises: Nurse Educator; Registered Nurses (RNs); Licensed Practical Nurses (LPNs); Certified Nursing Assistants (CNAs); Certified Residential Medication Aides (CRMAs); and assigned clinical staff

Responsibilities and Examples of Duties
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Clinical Leadership & Operations

- Provides daily clinical leadership and oversight of nursing services at the York County Jail and Recovery Centers Detox Program.
- Establishes and monitors consistent nursing workflows for medication administration, assessments, sick call, chronic care, withdrawal monitoring, wound care, laboratory services, emergency response, and other clinical services.
- Promotes a collaborative nursing model that supports cross-training, shared responsibility, effective communication, and consistent patient care.
- Identifies staffing, equipment, training, workflow, and operational needs and communicates recommendations to the Director of Medical Services.
- Participates in the development and revision of nursing policies, procedures, protocols, and clinical workflows.
- Assists with program development and expansion of York County Recovery Centers and other County healthcare services.

Staffing, Supervision & Delegation

- Supervises, coaches, and evaluates the Nurse Educator, RNs, LPNs, CNAs, CRMAs, and other assigned clinical staff.
- Develops and maintains appropriate staffing plans, schedules, assignments, and coverage for 24/7 operations.
- Provides direction and nursing oversight to Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistants/Certified Residential Medication Aides in accordance with Maine Board of Nursing delegation regulations.
- Ensures delegated tasks are appropriate, supervised, and documented consistent with professional standards.
- Participates in recruitment, interviewing, onboarding, performance management, retention, and workforce development.

Staff Development & Competency

- Ensure nursing staff are appropriately oriented, trained, competent, and accountable for their assigned responsibilities.
- Works with the Nurse Educator to maintain orientation, competency validation, annual education, and ongoing professional development.

Patient Assessment & Care

- Maintains clinical competency and provides direct patient care, including covering RN assignments and shifts, as operational needs require.
- Conducts comprehensive nursing assessments of patients' physical, psychological, and social needs upon admission, throughout confinement, and prior to discharge.
- Documents assessments, triage decisions, and clinical findings accurately and promptly in the electronic or approved medical record.

- Develops and updates individualized nursing care plans using approved clinical protocols in collaboration with providers and interdisciplinary team members.

Clinical Implementation

- Implements medical care plans in accordance with provider orders, including administration of medications, treatments, diagnostic testing, and monitoring of patient responses.
- Performs medication administration via approved routes using safe nursing practices and infection-control standards.
- Assists providers with medical and minor surgical procedures as required.
- Provides direct nursing care for acute, chronic, and emergency medical conditions in a correctional or substance abuse recovery setting.
- Provides clinical oversight of withdrawal management and detoxification services, including assessment, monitoring, medication management, and escalation of changes in patient condition.

Medication & Controlled Substance Management

- Maintains accurate accountabilities for all medications, including controlled substances, in accordance with federal law, Maine law, Board of Nursing standards, and facility policy.
- Participates in medication reconciliation during intake, transfer, and discharge to support continuity of care.

Documentation, Quality & Regulatory Compliance

- Documents nursing encounters in accordance with Problem-Oriented Medical Records (POMR) or SOAP standards and facility documentation requirements.
- Ensures timely completion and appropriate documentation of required medical assessments, screenings, treatments, medication administration, referrals, and follow-up care.
- Monitors clinical documentation, medication errors, incidents, patient safety concerns, and other quality indicators; develops and implements corrective actions as needed.
- Conducts or participates in chart reviews, clinical audits, quality improvement activities, and regulatory/accreditation preparation.
- Ensures compliance with HIPAA, Maine privacy laws, and applicable correctional documentation standards and/or substance abuse recovery requirements.
- Ensures compliance with applicable Maine standards, County policies, professional nursing standards, correctional healthcare requirements, and Detox Program protocols.
- Adheres to all established policies, procedures, continuous quality improvement initiatives, and safety programs as required by Maine detention facility standards and the substance abuse recovery center.

Collaboration & Coordination

- Coordinates care and communication among nursing, medical providers, behavioral health, dental staff, custody/security, Recovery Centers, hospitals, pharmacies, laboratories, community providers, and ancillary services to ensure continuity and quality of patient care.
- Communicates effectively with custody and security staff while maintaining professional boundaries, patient confidentiality, and established chains of command.

Safety, Infection Control & Emergency Response

- Follows all safety, infection control, and environmental health standards applicable to correctional healthcare.
- Responds appropriately to medical emergencies, including triage, stabilization, and coordination with emergency services when required.

- Ensures appropriate emergency preparedness and response across both programs.
- Participates in facility drills, emergency preparedness activities, and safety training.

Professional Conduct

- Adheres to York County Government core values, professional ethics, and standards of conduct.
- Follows all facility rules, security procedures, and correctional chain of command while working within the detention environment.
- Performs other duties as assigned by the Director of Medical Services or Director of Integrated Medical and Behavioral Health.

Regulatory Framework

This position functions within the requirements of:

- Maine Nurse Practice Act (Title 32, Chapter 31)
- Maine State Board of Nursing Rules and Regulations
- Maine Standards for County and Municipal Detention Facilities
- Title 34-A M.R.S. §1208

Knowledge, Skills, and Abilities

- Knowledge of professional nursing standards and the Maine Nurse Practice Act.
- Strong clinical assessment and critical-thinking skills.
- Demonstrated clinical leadership, staff development, and team-building skills.
- Knowledge of staffing, scheduling, and operational management for 24/7 healthcare services.
- Knowledge of quality improvement, patient safety, and regulatory compliance practices.
- Knowledge of medication management, withdrawal/detoxification management, and correctional healthcare.
- Ability to work effectively in a secure, high-acuity environment.
- Effective written and verbal communication skills.
- Ability to maintain professionalism, sound judgment, and emotional stability in stressful situations.

Educational and Experience Requirements:

Licensure & Education

- Must hold a current, active, unrestricted Registered Nurse license issued by the Maine State Board of Nursing.
- Graduation from an accredited nursing education program; Bachelor of Science in Nursing (BSN) preferred.
- Current BLS/CPR certification required; additional certifications (e.g., ACLS) preferred.

Experience

- Minimum of five (5) years of professional nursing experience required; leadership, supervisory, or charge nurse experience preferred.
- Experience in correctional healthcare, detoxification, substance use disorder treatment, behavioral health, emergency care, acute care, community health, or a comparable setting preferred.

- Demonstrated ability to supervise staff, manage clinical operations, develop workflows, and lead quality improvement initiatives.

Work Environment

Work is performed in a clinical setting within a secure correctional facility and/or Substance Abuse Recovery Center. Employees may be exposed to blood and blood-borne pathogens, infectious diseases, and hazardous materials, requiring strict adherence to safety protocols and use of personal protective equipment.

The role requires the ability to sit, stand, walk, and perform repetitive hand and arm movements for extended periods, as well as lift up to 25 pounds. Visual and auditory acuity, manual dexterity, and effective communication skills are necessary. Employees must maintain focus and professionalism in a regulated, fast-paced, and potentially high-stress environment.

Expected Hours of Work

This position is full-time and typically scheduled for forty (40) hours per week. Work schedules may include varying shifts, evenings, weekends, holidays, or extended hours as necessary to support facility operations and ensure continuity of patient care.

Other Duties

This job description is not intended to be an exhaustive list of all duties, responsibilities, or activities required of the employee. Duties may be modified or assigned as operational needs change, with or without notice.

SUBMITTAL INSTRUCTIONS

Candidates who wish to be considered for this position must submit a resume and cover letter to:

York County Government
Attention: Human Resource Department
 45 Kennebunk Road
 Alfred, ME 04002

- **Applications/cover letters/resumes can be emailed to:**
HR@yorkcountymaine.gov
 Please put "Nurse Manager" in the subject line.
- **York County online applications can be completed via our website at:**
www.yorkcountymaine.gov/careers

This position will remain open until a qualified candidate has been selected

*York County Government is an Equal Employment Opportunity Employer.
 All qualified applicants will receive consideration for employment without regard to
 race, color, religion, sex, national origin, sexual orientation, gender identity,
 disability or protected Veteran Status.*