

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

DATE: May 15, 2019
DEADLINE: Until Filled

POSITION: **INFIRMARY ADMINISTRATOR**

JOB LOCATION: Cameron County Sheriff's Office
(County Jail Infirmary)

PAY PLAN: 125 - \$ 58,359.00 per year

QUALIFICATIONS: Licensed to practice as a Registered Nurse in the State of Texas, Or- Licensed to practice as a Licensed Vocational Nurse in Texas, Or- Associate Degree or four (4) year degree from an accredited college or university; Must have five (5) years of management or supervisory experience; Must have at least five (5) years of administrative or medical correctional experience. Ability to apply administrative nursing principles, techniques and basic sciences in correctional health setting. Ability to carry out administrative written and oral instructions and exercise judgment in the management of a Jail Infirmary. Ability to accept and utilize supervision and work cooperatively with the public. Ability to maintain an objective attitude and exercise tact and initiative with staff. Knowledge of Spanish and English language is preferred. Knowledge of ACA Standards is preferred. Must have a valid Texas Driver's License, comply with State of Texas Driving Laws, and maintain an acceptable driving record. Employees of Cameron County may be required to work during any natural disasters or emergency. Criminal background check is required for employment or continued employment.

DESCRIPTION OF DUTIES: Works under the supervision of the Cameron County Sheriff or Chief Jailer, and receives direction from Infirmary Medical Director/Physician. Responsible for all Jail Infirmary Administrative Services, policy development and compliance. Supervises staff at the correctional facilities and works in a highly confidential area. Works in a highly independent manner. Works closely with the Sheriff's Department and U. S. Marshal's office in notifying any problems encountered with Infirmary inmate administrative functions. Performs other duties as assigned. This is not a Civil Service covered position.

BENEFITS: Cameron County Offers Excellent Fringe Benefits, Including: Health and Life Insurance Protection, Sick and Annual Leave, Retirement System and Paid Holidays. Cameron County has a mandatory direct deposit payroll program.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER