

Vacancy Name: IRC40212

Job Posting Title: Division Manager

Organization Name: Corrections Contract Compliance Division

Work Schedule: Monday – Friday; 8:00 am – 4:30 pm; 24/7 on-call

Monthly Salary: 12,230.00

Closes: April 23, 2021

Detailed Description: Responsible for planning, organizing, and directing operations of the Corrections Contract Compliance Division of the Palm Beach County Sheriff's Office. Formulates and implements strategic and fiscal plans for the division. Establishes and evaluates long and short-term goals and objectives; recommends and implements organizational and administrative changes. Develops and implements budget; monitors and approves expenditures. Directs, evaluates, counsels, and disciplines assigned staff; provides guidance and technical expertise. Evaluates and develops policies and procedures; evaluates the impact of changes in federal, state, and/or local laws and ensures compliance; reviews and recommends course of action related to legal and operational issues affecting areas of responsibilities. Recommends and updates policies and procedures as appropriate. Develops and/or reviews requests for proposal and bid specifications; reviews/analyzes bid submittals; participates in the negotiation of contracts with vendors. Develops and initiates special projects for the division; implements reviews; keeps apprised of projects and plans progress. Initiates and attends meetings; serves on committees; makes speeches or presentations as requested; interviews candidates for employment. Reviews and analyzes statistical data pertaining to assigned operations; identifies trends; performs forecasts; prepares or generates reports. Responsible for the direct oversight of day-to-day healthcare and monitoring of the correctional healthcare contract. Manages and directs inmate contracts, programs, education, religious services, substance abuse treatment, and other similar duties. Performs other related duties as required.

Job Requirements:

- Bachelor's Degree in Nursing or related field
- Must be a licensed Registered Nurse (RN) – minimum of 10 years of experience
- Must possess, or be able to obtain and maintain, a Registered Nurse (RN) license in the State of Florida)
- Must possess knowledge, understanding and experience with corrections operations of adult detention centers (jails) – minimum of 10 year's experience
- Contract management – minimum of 3 years of experience
- Program development and management - minimum of 3 years
- Must possess, or be able to obtain and maintain, a Florida driver's license prior to employment

Preferences:

- Currently Certified in Correctional Healthcare or the ability to obtain and maintain within 2 years of hire
 - Certifications
 - CCHP from National Commission on Correctional Healthcare (MCCHC)
 - CCN (Certified Corrections Nurse) from American Correctional Association (ACA)
 - CCN/M (Certified Corrections Nurse/Manager) from ACA
 - CHSA (Certified Health Service Administrator) form ACA

SELECTION PROCESS: Oral Board Interview which will constitute 100% of the final pass/fail selection weight. All offers of employment to external applicants and internal part-time to full-time or civilian to sworn candidates are also subject to and contingent upon successful completion of the CVSA/polygraph, background investigation, pre-employment physical examination and drug screening.

How To Apply: Visit our site at <https://www.pbso.org/> click the "Careers tab" then select "Apply Now" button on the page.

**Palm Beach County Sheriff's Office is an Equal Opportunity Employer
Veterans' Preference to be requested at time application is submitted**