

# OFFICE OF THE SHERIFF

Clay County, Florida  
Darryl Daniels, Sheriff  
"Selfless service for all."

## JOB NOTICE

**DATE:** July 2, 2019  
**POSITION:** Medical Unit Manager  
**REPORTS TO:** Chief of Detention  
**STARTING SALARY:** Salary commensurate on experience  
**DEADLINE TO APPLY:** July 8, 2019

*The Sheriff is posting a notice of opportunity to become a Medical Unit Manager.*

*Specific duties may include, but are not limited to:*

- Review the need for outside referrals with Charge Nurse and Clerk.
- Arrange psychiatric schedule, review inmates on list for compliancy & improvement.
- Compile information and compose quarterly report.
- Coordinate FMJS inspections at other county jail facilities.
- Liaison with County Health organizations and training institutions.
- Conduct chart and record reviews in accordance with regulations.
- Assist physicians with procedures.
- Monitor utilization of resources.
- Improve standards of inmate care and nursing practices.
- Assign and direct subordinates.
- Demonstrate positive working relationships with colleagues.
- Perform additional duties, which may be required from time to time

*Minimum qualifications:* Must have current Florida LPN license and CPR card. Must pass extensive background including drug test, physical and fingerprint submission.

If you are interested in this position, please submit your completed application and resume to [Apply@ClaySheriff.com](mailto:Apply@ClaySheriff.com) by the deadline date.

Thank you