



## Human Resources

949 West Alameda Street, Santa Fe, NM 87501  
Phone: 505-992-9880 Fax: 992-9895  
Email: [www.santafecountynm.gov](http://www.santafecountynm.gov)

### Job Title: PREA Coordinator/ Registered Nurse

<b>Department/Division:</b>	<b>Public Safety Department / Corrections</b>		
<b>Salary:</b>	<b>\$20.1365/hr - \$30.2048/hr</b>	<b>Range:</b>	<b>31</b>
<b>Position Status:</b>	<b>Full-Time/ Classified</b>		
<b>FLSA Status:</b>	<b>Covered</b>		
<b>Closing Date:</b>	<b>January 31, 2017</b>		
<b>Job #:</b>	<b>01-2017-005</b>		

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

#### Primary Purpose:

Under the direction of the Warden and/or Designee is responsible for developing, implementing, and managing agency practices in complying with the standards of the Prison Rape Elimination Act (PREA).

#### Essential Job Functions:

- Direct management of information for the PREA program which includes the compilation and maintenance of program performance records and the submission of required reports to regulatory agencies.
- Manage the implementation of PREA standards and monitor PREA standards in the operations of the Youth Development Program and the Adult Detention Facility.
- Develop policies and procedures regarding PREA program administration and participate in the policy review process.
- Ensure a zero tolerance culture for sexual abuse, sexual assault, sexual misconduct and sexual harassment in the department
- Inform department staff and contract staff on policies and follow up to ensure compliance.
- Work in collaboration with the department training unit in the development and approval of curriculum and training related to PREA standards and requirements for inmates, staff, volunteers and contractors.
- Serves as the primary contact and resource for management on PREA related inquires and procedural questions.

- Monitors and provides PREA related program services, educational materials and training to internal and external stakeholders to ensure they effectively support departmental goals; oversees the development of educational materials such as bulletin board posters, brochures and staff guides to educate staff and offenders regarding PREA reporting.
- Develops and maintains resources to enable 24 hour reporting for offenders and third parties, and to assure the Department's response to sexual violence is appropriate and adequate; monitors the quality of investigations by establishing a communication flow with each division.
- Represents the Department and serves as a resource on national, state and local levels concerning the department's efforts on PREA issues.
- Prepares and submits formal reports to the Director and the U.S. Department of Justice Director regarding management of PREA standards; reviews audit procedures and provides evaluation responses. Informs agency division heads of critical PREA issues, training needs or information updates.

#### **Knowledge / Skills :**

- Knowledge of the principles and practices of correctional program development, implementation and evaluation; of problem-solving and conflict resolution; of the principles and practices of administration and management.
- Ability to plan, direct, coordinate, and evaluate the activities of others; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships with department employees and managers, and others; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. Knowledge of, and skill in the use and application of, appropriate information technology.
- Knowledge of current treatment modalities.
- Good communications skills both verbally and in writing
- Ability to make an accurate assessment of medical needs; refer to appropriate medical personnel.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures
- Ability to provide personal assistance, medical attention, emotional support and/or other personal care

#### **Minimum Qualifications**

- Bachelor's degree in Criminal Justice, Social Services, Social or Behavioral Sciences, Management, Nursing or closely related field plus four (4) years of correctional experience; Relevant experience may substitute for educational requirements at a rate of 30 credit hours equal to 1 year of experience.
- Must have a valid Registered Nurse License

- Prior PREA experience is preferred.
- Possession of a valid NM Class D drivers license. Incumbent shall be assigned to operate a County vehicle during the course of duty.

**Working Conditions:**

Detention center setting. Frequent standing, walking, sitting, bending, lifting (50 lbs max.); Incumbent will be subject to random pat down searches. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

**Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Submit Applications to:**

**Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.  
Proof of education, certificates and/or endorsements must be attached to each application.**