



JOB DESCRIPTION

Bedford County Correctional Facility
425 Imlertown Road
Bedford, PA

Job Title: Registered Nurse Supervisor (RNS)
Reports to: Deputy Warden Facility Services (DWFS)

Status: Full-time, non-exempt

Pay Scale/Grade/Salary: \$34.00 to \$37.00 (based on experience)

Schedule: M-F 8-4 Weekends and Holidays off (some flexibility required based on department staffing and operational needs)

PURPOSE:

The Registered Nurse Supervisor (RNS) serves as the Department supervisor responsible for creating and implementing nursing policies and fostering a positive and organized work environment while planning and assigning health care tasks to the Licensed Practical Nurses (LPN) relating to staff scheduling, medication scheduling and will serve as the Department supervisor for medical under the oversight of the Deputy Warden of Facility Services (DWFS). The RN Supervisor will be charged with submitted compass applications, managing patient records in accordance with HIPAA and tracking statistics as needed. The RN Supervisor will serve as the direct liaison between the medical department and vendor services to include the facility physician, medical contractors (mental health), pharmacy services and will work with the Captain of Shift Operations relating to scheduling of outside hospital trips.

DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Supervise and coordinate Licensed Practical Nurses (LPNs), including staffing, scheduling, performance evaluations, coaching, and corrective action
- Provide nursing leadership and direct patient care while maintaining all security requirements
- Ensure accurate medication administration, treatment delivery, intake screenings, lab collection, and patient education
- Develop, implement, and annually review nursing policies and procedures; recommend updates to the DWFS
- Maintain accurate and confidential medical records in compliance with HIPAA and facility policy
- Submit and manage Compass applications, reports, and required statistical data
- Serve as liaison between the medical department and physicians, mental health providers, pharmacy services, and other medical vendors
- Coordinate outside hospital and specialty care transports with the Captain of Shift Operations
- Collaborate with Treatment/Reentry staff to support care for cognitive disabilities, substance use disorders, and opioid use disorders
- Monitor medical supply and equipment inventory and ensure accountability per Title 37 requirements
- Ensure compliance with state nursing regulations, Title 37 standards, and inspection requirements
- Continue ongoing communication with the DWFS relating to department activities.
- Maintain a professional work environment and address issues constructively
- Demonstrate flexibility in scheduling to meet operational and emergency needs

QUALIFICATIONS, LICENSES OR CERTIFICATES REQUIRED:

- License to practice in the state of Pennsylvania.
- RN Certification
- CPR and AED Certification
- Strong leadership, ability to communicate effectively and function as a member of the management team.
- Demonstrate clinical competency.
- Previous supervisory experience is beneficial, though not mandatory.

I have read and understand this job description and agree to comply with the terms as a condition of new or continued employment. I understand this position description may be changed in the interest of improved patient care or more efficient operation of the correctional facility and that notification of any change in this position will be made in writing. I also acknowledge that nothing explicitly stated or implied in the position description alters the at-will status of my employment relationship with the County of Bedford – Bedford County Correctional Facility.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____

April 2026