



**Job Code:** 5384  
**Grade:** NS3  
**HCWR:** N

**Job Title**  
Nurse Coordinator II

**Department**  
Nursing Administration (Cermak)

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Nurse Coordinator II is responsible and accountable for around-the-clock care delivery to patients in assigned units by nurses and medical technicians. The Nurse Coordinator II builds collaborative working relationships with medical staff and correctional staff as a member of the multi-disciplinary team.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



**Typical Duties**

- Defines, in writing, the scope of divisional services to match assigned patient population
- Participates in short- and long-range planning for the unit and patient care services. Participates in developing and updating policies, procedures, and protocols
- Provides direct supervision to nurses and medical technicians
- Collaborates clinically and administratively with medical staff on the unit
- Coordinates with correctional staff to facilitate patient care and to ensure personal safety of staff · Articulates expectations, coaches, and mentors, as needed, disciplines staff. Implements and pursues corrective action to promote behavior change
- Ensures staff compliance with Correctional Nursing/Healthcare Standards of Practice and with institutional policies, regulatory standards, and judicial orders
- Participates in patient care to serve as role model, to assist in difficult cases and clinical emergencies
- Rounds regularly in all clinical areas to evaluate and ensure quality of care provided by nurses and technicians, personal safety of staff, stocking of supplies and forms, environmental cleanliness and neatness
- Observes medication rounds to ensure compliance with policies and procedures
- Monitors processing of requests for health service to ensure access to care by inmates
- Ensures that all equipment is in proper working condition; anticipates need for new equipment
- Solves problems at the unit level as they arise and, when necessary, confers with appropriate parties such as the Director of Patient Care Services, department chairs, the administrator on duty, and/or the Chief Medical Officer
- Responds appropriately to facility emergencies and disasters
- Reviews charts regularly to evaluate and ensure accuracy and completeness of documentation by nurses and technicians
- Participates in recruitment of new staff and oversees their orientation
- Assesses needs for in-service training and continuing education; plans interventions accordingly
- Facilitates professional development of nurses and medical technicians
- Assesses needs for in-service training and continuing education; plans interventions accordingly
- Conducts performance evaluation annually and as required for assigned staff; gives timely feedback for exemplary or unsatisfactory performance; follows progressive disciplinary procedure in consultation with the Director of Patient Care Services or designee
- Participates in ongoing multidisciplinary quality improvement initiatives
- Participates in preparation of capital and operational budgets and in expenditure control
- Plans, prepares, and maintains 24-hour staffing schedules; manages staff resources and oversees adjustments of assignments as needed for census, case mix, skills mix, and activities
- Prepares and submits required monthly reports
- Conducts monthly staff meetings with open, two-way communication
- Serves on departmental and interdepartmental committees as assigned
- Performs other duties as assigned



**Minimum Qualifications**

- Licensed Registered Professional Nurse in the State of Illinois
- Bachelor of Science (BSN) degree from an accredited school of nursing
- Current Cardiopulmonary Resuscitation (CPR) certification
- Four (4) years of nursing experience

**Preferred Qualifications**

- Three (3) years of management experience preferred, including budget preparation and maintenance and leadership techniques

**Knowledge, Skills, Abilities and Other Characteristics**

- Strong interpersonal skills for dealing with staff, patients, hospital staff, patient families
- Excellent oral, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong leadership and project management skills
- Ability to articulate in a clear and professional manner when presenting and demonstrating techniques
- Demonstrate analytical and organizational, problem-solving, critical thinking, and resolution skills
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- for long periods of time
- Demonstrate attention to detail, accuracy, and precision
- This position requires various types of physical exertion with the use of hands, legs, and fingers including but not limited to lifting, pushing, pulling, prolonged standing/walking, operating wound equipment and other devices or moving light to moderate weight
- This position has direct contact with patients and is exposed to various pathogens present in a patient care environment

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**