

# JOB DESCRIPTION

<b>Position:</b>	Health Service Specialist (HSS)
<b>Department:</b>	Executive Office
<b>Supervisor:</b>	Executive Director/Deputy Executive Director
<b>Employment Status:</b>	Full-Time/Exempt/At-Will

## Position Description:

The Health Service Specialist (HSS) serves as the ACA contact employee with correctional professionals and correctional agencies in all areas of correctional healthcare which include: medical, dental, mental health and substance abuse disciplines. The HSS primary function is working in partnership with all departments within the ACA office to ensure healthcare remains at the fore-front in all ACA activities.

The HSS specifically:

- Works with the Standards and Accreditation Department in securing and servicing healthcare accreditations; providing standards interpretation, and guidance including responding to questions and inquiries on healthcare related topics.
- Maintains accurate, complete, and timely records on standards issues related to healthcare and treatment.
- Works with the Executive Office and departments on grant applications, proposals, and contracts involving health and treatment related projects.
- Recruits healthcare and treatment companies and related businesses for sales and advertising in conjunction with CACR Department.
- Works with Finance and Membership Department to assist in increasing membership in ACA of healthcare and treatment professionals.
- Works on all publications of ACA as it relates to healthcare/treatment issues and meets deadlines and requests of the Publications and Communication Department.
- Ensures that ACA's website is accurate, timely and leading in healthcare information and topics in partnership with the Information Technology Department.
- Works with the Healthcare Advisor to the ACA President on strategic planning relating to healthcare/treatment and assists in the development of plans of action relating on these issues.
- Remains current on any legislation involving correctional healthcare/treatment and advises Government Affairs Director and all Department Directors.
- Perform other duties as directed by the Executive Director and/or Deputy Executive Director.

## **Essential Job Functions and Position Responsibilities:**

- Serves as the principal staff person in the development and acquisition of accreditation contracts for correctional health care programs through a systemized combination of cold-calling and wide-spread distribution of marketing information.
- Secures health care certification contracts annually through a systemized combination of cold-calling and wide-spread distribution of marketing information.
- Serves as the principal staff person in the developing, administering, marketing and contracting for all health care certifications.
- Plans and coordinates health care workshops for the Winter Conference and Congress of Correction. Ensures that innovative topics are included in the program and recruits new presenters.
- Plans, coordinates and participates as a moderator/trainer for various program activities at ACA conferences, outside trainings and department meetings.
- Attends Health Care, Mental Health and Substance Abuse Committee meetings at ACA conferences. Creates an agenda for each of the meetings with the guidance of the Chair, takes minutes at each meeting and distributes them to the committee members on behalf of the Chair. Coordinates tasks discussed at the meetings with members so that goals are accomplished. Sustains and monitors the committee list serves.
- Plans, coordinates and participates in the Coalition of Correctional Health Authorities' (CCHA) trainings and business meetings. Maintains a current contact database for CCHA members. Coordinates tasks discussed at the trainings/meetings with members so that goals are accomplished. Sustains and monitors the CCHA list serve.
- Proposes ideas to the Director of Professional Development regarding health care trainings and assists with the development of curriculum and coordination of the sessions. Recruits attendees through a systemized combination of cold-calling and wide-spread distribution of marketing information.
- Secures authors for the Correctional Health Perspectives column in Corrections Today for every issue. Ensures articles are submitted within the guidelines and are on time to the Publications Department.
- Secures at least 6 articles for Correctional Health Today annually. Ensures articles are submitted within the guidelines and on time to the Publications Department.
- Assists the Publications Department with the recruitment of authors as needed for other publications including Corrections Compendium, On the Line and books.
- Reviews the ACA website to ensure that the health care information posted is recent and reliable. Provides updates for the website to the Information Technology Manager as needed.

- Coordinates dissemination of health care information to ACA members through email blasts. Prepares the messages and submits them to the Information Technology Manager for distribution.
- Researches health care companies that do not advertise or exhibit with ACA and provides company names and contact information to the Director of Conventions, Advertising and Corporate Relations on a quarterly basis.
- Provides standards interpretations and develops and maintains records relating to standards and accreditation business.
- Researches funding opportunities for the Association including federal, state and local government grants, private companies, foundations and other entities.
- Plans and contributes through research, writing or other means to grant/funding proposals for the Association.
- Secures new members from a correctional health care background for the Association and Health Care Professional Interest Sections annually through a systemized combination of cold-calling and wide-spread distribution of marketing information.
- Collaborates with the Director of Government Affairs in dealing with legislative issues concerning health and healthcare issues in corrections and criminal justice.
- Provides technical assistance and consultative services to local, county, state, and private sector correctional practitioners as assigned by the Executive Director or the Deputy Executive Director.
- Serves as ACA's representative to conferences conducted by the National Commission on Correctional Health Care, the Society of Correctional Physicians and the American Correctional Health Services and other appropriately related health care organizations as assigned by the Executive Director. Provides the Executive Office a summary report to include recommendations that result from participating in the conference.
- Attends health care related meetings with CDC, SAMHSA, HHS, Surgeon General and other federal, state or local agency as assigned by the Executive Director. Provides the Executive Office a summary report to include recommendations that result from participating in the meeting.
- Incumbent may be assigned special projects by the Executive Office or other departments and may be required to make presentations to ACA's governing bodies.

### **Position Requirements:**

Education: The qualifications for the position include at a minimum the following: bachelor's degree in an appropriate discipline; related administrative experience; and demonstrated administrative ability and leadership. A degree in nursing or other health care field preferred. Some degree requirements maybe satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree. Correctional Health and/or Public Health experience a plus.

Skills: Broad management skills in dealing with agency/facility staff; a sound knowledge of marketing professional services; and the ability to translate general instructions and policies into specific actions. Must possess excellent public speaking skills to communicate to a variety of audiences; superior writing skills for proposals, published articles and communications with members; and organizational skills.

**Position Relationships:**

Interacts with correctional administrators, correctional health professionals, health care companies and other agency/facility staff to promote and solicit participation in the American Correctional Association through health care certification programs, trainings, conference programs, funding, advertising, exhibiting, publications, accreditation and membership.