

U.S. Department of Homeland Security  
500 12<sup>th</sup> St., SW  
Washington, D.C. 20536



U.S. Immigration  
and Customs  
Enforcement

June 17, 2022

Ms. Jacqueline Stevens  
601 University Place, 2d floor  
Political Science Department  
Evanston, IL 60208

**RE: Stevens v. ICE 20-cv-2725**  
**ICE FOIA Case Number 2020-ICLI-00042**  
**Eighteenth Interim Release**

Dear Ms. Stevens:

This letter is the eighteenth interim response to your client's Freedom of Information Act (FOIA) requests to U.S. Immigration and Customs Enforcement (ICE). Your client seeks records relating to the following Freedom of Information Act requests: 2018-ICFO-56530, 2020-ICFO-18634, 2019-ICFO-33429, 2019-ICFO-29171, 2018-ICFO-59138, and 2019-ICFO-24680. ICE has considered your request under the FOIA, 5 U.S.C. § 552. This interim response provides additional documents responsive to your FOIA requests 2018-ICFO-59138.

FOIA request 2018-ICFO-59138 seeks:

"A. The most recent Jail Services Costs Statement (JSCS) for the following facilities ICE uses to hold people under immigration laws:

- 1) the Berks County Residential Center, Berks County, PA;
- 2) South Texas Family Residential Center, Dilley, TX;
- 3) Hudson County Jail, Hudson County, NJ;
- 4) Stewart County, GA, (CoreCivic);
- 5) Aurora, Colorado (GEO)
- 6) Tacoma, WA (GEO)
- 7) Otay Mesa, CA (CoreCivic)
- 8) Eloy, AZ (CoreCivic)
- 9) Pinal County Jail, AZ
- 10) Otero County Processing Center, NM (MTC)
- 11) Joe Corley Detention Facility, Conroe TX (GEO)
- 12) Houston, TX (CoreCivic on Export Drive)
- 13) IAH, Secure Adult Detention Center (MTC) (Livingstone, TX)
- 14) LaSalle, LA

B. Memorandum from Michael J. Davidson, Chief, CALD, OPLA, ICE to William C. Randolph, Director and Head of Contracting Activity, OAQ, ICE, Funding Intergovernmental Service Agreements (Feb. 7, 2013)

C. All information in any medium including but not limited to e-mail, text messages, reports, contracts, memoranda, letters, or faxes signed by, from, to OR about Charlie Dent, John McCormack, Eric Ruth, Matthew Lerch, Judith Kraine, Mark Baldwin, William Dennis, Thomas Gajewski, Judith Schwank, Mark Scott in ICE components that handle Berks County, PA ICE Intergovernmental Service Agreements (IGSAs) and not responsive to previous requests. This means any document under ICE control associated with detention or removal operations, facility leases, purchases, sales, or services rendered in Berks County, PA that reference any of the individuals listed above is responsive to this request. Please make sure to inquire of any ICE component responsible for any negotiations with Berks County. The time frame of this request is 2000 to the present.

The most likely location of records responsive to this request are offices responsible for the Berks County, PA operations, contracts, and reviews, including but not limited to litigation for that facility. In particular, there should be communications in 2006 about ICE-contracted facility firings based on allegations of unlawful actions. Components within ICE that are alerted about misconduct or possible litigation should be searched for responsive records.

D. Please also include all grievance logs and grievances for Berks County, PA, Hudson County, NJ, and Otero County Processing Center, January 1, 2010, to present. (Names and other Personally Identifying information is of course exempt and may be redacted.)

E. All Jail Services Costs Statements for Berks County Family Facility and Hudson County, NJ 2001 to present.

F. Since January 1, 1999, the earliest first 100 pages of documents associated with the IGSA for:

1. Berks County, PA
2. Hudson County, NJ

For "F" please request documents of the component of ICE predecessor INS that would initiate discussions of IGSAs for the purposes of holding people under immigration laws. I am seeking the first information referencing these county governments as suitable detention locations by an INS component in any medium, including but not limited to emails, letters, proposals, memorandums, or reports.

G. All Evaluations associated with contracts for facilities below, including technical and performance evaluations by the Contracting Officers and ICE Detention Planning and Acquisition Unit and ongoing performance and renewals by contract officers EXCEPT Inspector reports. The time frame for this request is January 1, 2000, or the first year of the facility's submission of the JCSC through the present.

- 1) the Berks County Residential Center, Berks County, PA;
- 2) South Texas Family Residential Center, Dilley, TX;

- 3) Hudson County Jail, Hudson County, NJ;
- 4) Stewart County, GA, (CoreCivic);
- 5) Aurora, Colorado (GEO)
- 6) Tacoma, WA (GEO)
- 7) Otay Mesa, CA (CoreCivic)
- 8) Eloy, AZ (CoreCivic)
- 9) Pinal County Jail, AZ
- 10) Otero County Processing Center, NM (MTC)
- 11) Joe Corley Detention Facility, Conroe TX (GEO)
- 12) Houston, TX (CoreCivic on Export Drive)
- 13) IAH, Secure Adult Detention Center (MTC) (Livingstone, TX)
- 14) LaSalle, LA

H. Evaluations of JCSCs by Contracting Officers and ICE Detention Planning and Acquisition Unit for all detention contracts since January 1, 2008.

I. Evaluations of the FIRST JCSCs by Contracting Officers and ICE Detention Planning and Acquisition Units (or their predecessors) for all currently operating ICE/INS detention facilities except as covered by (H).”

ICE has considered your requests under the FOIA, 5 U.S.C. § 552.

A search of the Office of Acquisitions located records that were potentially responsive to your request. For this production ICE reviewed 508 pages of potentially responsive documents. Of those 508 pages<sup>1</sup>, ICE determined that 1 page was deemed nonresponsive; 361 pages will be released in full and the remaining 21 pages will be withheld in part pursuant to FOIA Exemptions 4, 6, 7(C) and 7(E) as described below. A total of 382 pages have been Bates numbered 2020-ICLI-00042 7043 through 2020-ICLI-00042 7424.

Included in this release are 72 pages that were sent out for consultation. ICE has determined that portions of the 72 pages will be withheld pursuant to FOIA Exemptions 6, 7(C) and, 7(E) as described below. These pages have been Bates numbered 2020-ICLI-00042 STGi 012 through 2020-ICLI-00042 STGi 83.

Please note that 184 pages have been sent for submitter’s notice to STG International and The GEO Group. Those pages will be produced after review is complete.

ICE has applied FOIA Exemptions 6 and 7(C) to protect from disclosure the personally identifiable information of DHS employees and third parties contained within the records.

**FOIA Exemption 6** exempts from disclosure personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public’s right to disclosure against the individual’s right to privacy. The privacy interests of the individuals in the records you have requested outweigh any minimal public

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<sup>1</sup> Please note that these pages were from the “February 2022” batch of records that was inadvertently skipped; similarly, the May 2022 production was from the “January 2022” batch of records that was missed. Therefore, for sequencing, the May 2022 production and this production should follow the December 2021 release (though the Bates numbering will not be in sequence).

interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

**FOIA Exemption 7(C)** protects records or information compiled for law enforcement purposes that could reasonably be expected to constitute an unwarranted invasion of personal privacy. This exemption takes note of the strong interests of individuals, whether they are suspects, witnesses, or investigators, in not being unwarrantably associated with alleged criminal activity. That interest extends to persons who are not only the subjects of the investigation, but those who may have their privacy invaded by having their identities and information about them revealed in connection with an investigation. Based upon the traditional recognition of strong privacy interest in law enforcement records, categorical withholding of information that identifies third parties in law enforcement records is ordinarily appropriate. As such, I have determined that the privacy interest in the identities of individuals in the records you have requested clearly outweigh any minimal public interest in disclosure of the information. Please note that any private interest you may have in that information does not factor into this determination.

**FOIA Exemption 7(E)** protects records compiled for law enforcement purposes, the release of which would disclose techniques and/or procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. I have determined that disclosure of certain law enforcement sensitive information contained within the responsive records could reasonably be expected to risk circumvention of the law. Additionally, the techniques and procedures at issue are not well known to the public.

If you have any questions about this letter, please contact Assistant United States Attorney Alex Hartzler at [Alex.Hartzler@usdoj.gov](mailto:Alex.Hartzler@usdoj.gov).

Sincerely,

*Lynnea A Schurkamp*  
Lynnea A. Schurkamp  
Deputy FOIA Officer

Enclosure: 454 pages



## **Custody Resource Coordinator – KBHU - Miami, FL.**

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### **Contract Position Description**

#### **JOB SUMMARY**

The Custody Resource Coordinator (CRC) assists ERO and detention facility staff in maintaining a safe detention environment and provides services and support to individuals in ICE custody on issues that commonly affect the ICE detainee population such as responsive support to trauma, sexual abuse and assault, domestic violence, human trafficking, and, medical and mental health care.

The duty location of each CRC will be at an ICE detention facility or Family Residential Center. At each duty location, the CRC will be responsible for working with ERO and facility staff to determine needed services (e.g. assistance with language translation, standards compliance, facilitation of detainee-staff communication and developing educational programming for ERO, medical, and contract facility staff). In addition, the CRC will act as a liaison with community resources to provide a range of support activities for detainees who could benefit from connection to resources both in detention and upon discharge.

Each CRC will report to a Custody Resource Program Manager (CRP PM) located at ERO Headquarters in Washington, DC.

#### **ATTRIBUTES AND PROFESSIONAL QUALITIES**

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

#### **REQUIRED EDUCATION**

*Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education*

1. Bachelor's degree in Social work, Psychology, or an equivalent degree.
2. Master's degree or an equivalent advanced degree

#### **REQUIRED EXPERIENCE**

1. At least two years of experience in Utilization review and utilization management of adult mental health programs to develop procedures to ensure efficiency and appropriate use of limited resources.

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2. At least two years of related experience (e.g., experience providing trauma-informed programming, experience working with immigrants or foreign-born individuals) and have knowledge of program objectives, policies, procedures and requirements conducting a case management program at a local level.
3. Experience working in or with individuals in a confinement setting.
4. At least two years of experience providing services to vulnerable populations.
5. Experience with and an understanding of situations that contribute to family stress, problems and crisis situations.
6. Preferred, but not required: Experience providing service to and/or coordinating services for transgender individuals.

### **REQUIRED LICENSURE / CERTIFICATION**

1. Maintains current certification in either the American Heart Association Basic Life Support Course (BLS) or the American Red Cross CPR/BLS Course.
2. As per CDC guidelines – candidates must provide proof of a negative TB skin test, as well immunization from the following diseases: Hepatitis B, MMR, Varicella and Influenza.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of the case management process commensurate with training and education at a minimum at the bachelor's level.
2. Fluent in Spanish.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **ERO and facility staff support**

1. Assist ERO and detention facility staff as a resource to facilitate the compliance of applicable agency policies and detention standards. Facilitate discussions and communicate directly with detainees. Areas of facilitation include but are not limited to the following topic areas: allegations of sexual abuse and assault, identification and monitoring of pregnant detainees, resources for detainees in segregated housing or special management units, and admission and release.

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2. Address ERO and facility staff questions or concerns related to specific detainees.
3. Conduct informational sessions where staff can learn and share best practices and responses regarding issues that commonly affect the detainee population (e.g. trauma, abuse, sexual assault, domestic violence, human trafficking, child abuse).
4. Coordinate post-sexual abuse and assault allegation-related activities per agency policy and applicable detention standards.
5. Provide additional services that will support an effective and efficient custody environment, as determined by ERO facility and field office leadership and the Custody Resource Program staff and leadership.
6. As appropriate, coordinate effectively with ERO personnel on Alternative to Detention (ATD) programs.

#### Programming

1. Conduct removal planning with detainees such as referrals and connections to resources in home country to support removals.
2. Conduct release planning for pregnant women and other vulnerable populations – referrals to housing, medical and needed support services.
3. Lead group sessions, and facilitate peer-support groups and workshops with detainees on relevant topics, such as safety, coping skills, resiliency, parenting, and empowerment.

#### Outreach

1. Liaise and partner with local, national, and international resources to provide detainees services in detention and upon release from detention, including access to resources in cities and countries of final destination.

#### Other

1. Collaborate on, implement, and evaluate facility programming that addresses and supports a holistic trauma-informed care approach.
2. In an effort to advance the mission of the program and enhance the CRC's knowledge-base, the CRC may travel to headquarters and/or other relevant sites, as needed, to participate in training events.
3. Other duties as assigned by the CRP PM, or the Government Technical Monitor (GTM), or the CRP Contracting Officer's Representative (COR) in conjunction with the ICE facility COR.

### **DUTY HOURS/ ON-CALL REQUIREMENTS**

This full time position requires availability to work days, specific hours determined by the facility and the program. This position does not require on-call duty, and there is no overtime permitted.

### **SECURITY AND OTHER REQUIREMENTS**

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.

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# **HEALTH INFORMATICS ANALYST**

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## **Contract Position Description**

### **INTRODUCTION**

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

### **MISSION**

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

### **ATTRIBUTES AND PROFESSIONAL QUALITIES**

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Computer competency.
5. Cultural competency.
6. Integrity and honesty.

### **REQUIRED EDUCATION AND EXPERIENCE**

*Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education*

1. Master's degree in Data Analytics, Information Governance, Information Management, Informatics, Health Information Technology or similar Field.
2. Minimum of five year's experience working within a health data analytic, information governance, information management or informatics role with similar duties as responsibilities as contained herein.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Extract the performance improvement and data quality indicators dataset to assist leadership to assess achievement of strategic goals.
2. Analyze data and trends of patient population and conversion into actionable information.
3. Use analytics to compile and trend patient population health status, costs and quality of care.
4. Strong foundational knowledge in information systems in healthcare
5. Data extraction, categorization, mining, simulation, optimization and presentation.
6. Development of solutions to extract, collect and store data sets and metadata.
7. Utilize data analytic software and tools to process and manipulate large datasets and metadata, such as Tableau, SAS, WPS, SPAA, Advance Excel functionality and similar software
8. Knowledge and proficiency in standard languages such as SQL and Visual Basic to retrieve data and interface with other systems.
9. Import data into other software to analyze
10. Exploratory graphical and data analysis and correlations among variables
11. Provides professionally designed reports to support leadership and management insight, strategic planning and decision making,
12. Knowledge and understanding of the Health Level Seven framework and standards for data.
13. Preparing and validating data for file transfer protocol and transmission.
14. Utilize Access Database and Excel to import data for manipulation and analysis
15. Ability to manage multiple, complex projects.
16. Ability to coordinate projects from the concept stage to completion.
17. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
18. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
19. Proficiency in, using Microsoft Office Suite and SharePoint software.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provides assistance in assessing, planning, organizing, implementing, and evaluating systems processes and application to patient care.
2. Assist management in planning, collecting, aggregating, analyzing and disseminating patient information and aggregate clinical data.
3. Evaluation of the impact of information on the clinical process, clinical outcome, organizations, and resources.
4. Create and develop essential division reports and deliverables to ensure timely

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- dissemination of accurate information to organizational decision-makers.
5. Assist staff to fully utilize the electronic health record information systems and processes.
  6. Accurately reviews data quality and other documents according to IHSC policy and procedures to ensure reported data is accurate and reliable.
  7. Inputs data into various data collection systems for statistical analysis.
  8. Possess a working knowledge of IHSC facility medical protocols, policies, procedures, regulatory standards and guidelines.
  9. Effectively recognize and validate accuracy of data in the electronic health record.
  10. Demonstrate efficiency with electronic health records process flow.
  11. Performs record keeping functions in accordance with program policies and position.
  12. Maintains functional proficiency utilizing electronic health records as required by, and appropriate to, position.
  13. Completes all initial, annual and ad hoc training as required/assigned.
  14. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
  15. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
  16. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
  17. Attends and participates in general/medical staff meetings.
  18. Other duties as assigned.

### **ON-CALL REQUIREMENTS**

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

### **SECURITY REQUIREMENTS**

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

### **PHYSICAL DEMANDS**

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.





# **PUBLIC HEALTH ANALYST (HEADQUARTERS/FIELD OFFICE)**

## **Contract Position Description**

### **INTRODUCTION**

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care. The incumbent will support the Infectious Disease Consultant with a duty station in San Diego, CA.

### **MISSION**

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

### **ATTRIBUTES AND PROFESSIONAL QUALITIES:**

1. Strong leadership skills.
2. Strong organizational and time management skills.
3. Strong analytic problem solving, judgment and decision-making skills.
4. Cultural competency.
5. Excellent interpersonal skills.
6. Superior oral and written communication skills in English.
7. Integrity and honesty.

### **REQUIRED EDUCATION AND EXPERIENCE:**

*Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education*

1. Master's degree in public health epidemiology or related analytical public health field.
2. Professional background in epidemiology preferably associated with a correctional setting.
3. Minimum of one-year experience with public health practice.

## **REOURED LICENSURE/CERTIFICATION**

1. This position does not require licensure, certification, or privileging by IHSC.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Proficiency with quantitative data analysis, statistical programming, and data interpretation.
2. Flexibility in applying analytical public health skills and knowledge in a detention health services environment.
3. Proficiency designing, collecting, and managing data using Microsoft Access and EpiInfo.
4. Strong quantitative skills in data collection, data management, and data analysis
5. Proficiency with epidemiologic analysis using SAS statistical analysis software package.
6. Knowledge and understanding of public health actions for tuberculosis care and other infectious diseases of public health significance.
7. Proficiency with professional and technical writing in English.
8. Proficiency with presentation of scientific and public health information
9. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
10. Ability to communicate proficiently in English (verbal and written) to develop positive rapport with co-workers and other stakeholders.
11. Ability to maintain positive working relationships in a multidisciplinary environment.
12. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
13. Proficiency with Adobe Acrobat Pro.
14. Knowledge of, and proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Access, Outlook, PowerPoint, and SharePoint.
15. Ability to create and edit documents using Microsoft Office Tools including database building and manipulation in Access.
16. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Conducts data collection, data management, surveillance, epidemiologic, and operational analyses involving statistical programming, data interpretation, and preparation of results.
2. Supports the IHSC Tuberculosis Coordination and Care Team, infectious disease surveillance, public health interventions, and special projects.
3. Prepares written analytic reports.
4. Prepares literature reviews; compiles, analyzes, and summarizes information concisely and at a level suitable for the intended audience; presents data at intra-agency, inter-agency, and national meetings
5. Write official guidance and planning documents.

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6. Collaborates with public health and law enforcement partners.
7. Maintains current knowledge of program areas.
8. Assesses program goals, objectives, priorities, progress, impact, and outcomes.
9. Mentors student volunteers assisting with various surveillance, program assessment and process improvement projects.
10. Travel as directed for the needs of the Agency.
11. Completes all initial, annual and ad hoc training as required/assigned.
12. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
13. Adheres to, and maintains awareness of, IHSC official guidance and accreditation standards as prescribed by ICE/IHSC.
14. Attends and participates in meetings, workgroups, and committees appropriate to the position.
15. Maintains professional skills via continuing education opportunities.

### **ON-CALL REQUIREMENTS**

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

### **SECURITY REQUIREMENTS**

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

### **PHYSICAL DEMANDS**

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Must easily alternate between kneeling and standing.
3. Must be able to lift, push, or carry 30 pounds.

### **SUPERVISORY CONTROLS**

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).



# **EXECUTIVE ASSISTANT**

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## **Contract Position Description**

### **INTRODUCTION**

The ICE Health Service Corps (IHSC) exists within the organizational structure of the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO). IHSC health care professionals are comprised of U.S. Public Health Service (PHS) Commissioned Corps officers, federal civil servants, and contract staff working together to provide quality health care services. IHSC serves as the medical experts for ICE for detainee health care.

### **MISSION**

IHSC's mission is to provide the safe delivery of high-quality health care to those in ICE custody. The Agency is committed to providing health care services to reduce global disease and support the safe apprehension, enforcement, and removal of detained individuals involved in immigration proceedings. IHSC is also committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

### **ATTRIBUTES AND PROFESSIONAL QUALITIES**

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. High level of attention to detail.

### **REQUIRED EDUCATION AND EXPERIENCE**

*Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education.*

1. Bachelor's Degree, or
2. A combination of education, training, and experience which provides the desired knowledge, skills, and abilities to perform the positions duties and responsibilities.
3. Minimum of one year of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, PowerPoint, Outlook and SharePoint.

### **REQUIRED LICENSURE/CERTIFICATION**

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association®.

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## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
2. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
3. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
4. Ability to navigate in an electronic work environment including electronic health records, web-based training, and communications.
5. Proficiency with Adobe Acrobat Pro.
6. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, PowerPoint, Outlook and SharePoint.
7. Knowledgeable in areas of administration and database management.
8. Ability to create and edit documents using Microsoft Office.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information, as well as personally identifiable information (PII).
10. Proficient in typing.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Screens calls and visitors, referring them to the appropriate staff member or office, handling some personally, and forwarding to the director only those calls or visitors requiring the director's attention. Schedules appointments and makes commitments for the director to attend meetings.
  2. Reviews incoming correspondence, determines proper action, and routes to the appropriate staff or office.
  3. Responds to inquiries of a routine, non-technical nature.
  4. Follows up with staff, or other offices, to assure that responses are prepared in a timely manner.
  5. Receives requests for information for both ad hoc and recurring reports.
  6. Assembles data from a variety of sources and compiles statistics for use in response.
  7. Formats information and assures that results are clear and understandable.
  8. Prepares correspondence for the assistant director, chief of staff, deputy assistant director, or branch chief's signature, and maintains records and files required by the office.
  9. Reviews outgoing correspondence and reports prepared for signature, ensuring proper format, mathematical correctness, correct grammar and necessary coordination.
  10. Works with authors to resolve problems.
  11. Explains non-technical policies and procedures used in office to managers and staff.
  12. Conducts periodic training to update those throughout the office on administrative procedures and recommends changes as necessary.
  13. Makes arrangement for travel, meetings, conferences, etc. For visits to organizations, makes transportation and hotel arrangements, notifies subordinate organizations, prepares agenda and other materials needed for the affair.
  14. Provides management assistance to IHSC leadership as follows: calendar management, WebTA, drafting and editing documents for management consideration, research regulations and other requirements, project management and project status updates.
  15. Receives incoming correspondence, determines proper action, and routes to the appropriate
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subject matter expert or unit (i.e., Taskings/other short turn around reports).

16. Manages, prepares, and trends reports for large data files using Microsoft products.
17. Performs record keeping functions in accordance with program policies and position.
18. Completes all initial, annual, and ad hoc training as required/assigned.
19. Manages, assigns, refines, monitors, reviews, and balances task workload and closes out all taskings on behalf of IHSC.
20. Obtains a comprehensive knowledge of IHSC clinical and administrative roles and responsibilities to manage the day-to-day tasking process.
21. Collaborates with ICE Task Management offices to request adjustments to suspense dates and provide updates on tasks in progress.
22. Maintains broad and extensive knowledge of the IHSC health care system, program principles, missions and functions, and applicable correctional health care standards.
23. Develops, schedules, and performs IHSC Task Management System (iTMS) training for IHSC staff and leadership.
24. Prepare agenda and minutes/notes for regularly scheduled and ad hoc meetings.

### **ON-CALL REQUIREMENTS**

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

### **SECURITY REQUIREMENTS**

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

### **PHYSICAL DEMANDS**

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

### **SUPERVISORY CONTROLS**

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

### **ACKNOWLEDGEMENT**

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: \_\_\_\_\_

14 September 2018

Sign / Print

Date

14 September 2018

2020-ICLI-00042 7394



Witness: \_\_\_\_\_  
Sign / Print

\_\_\_\_\_  
Date

14 September 2018

SITE	POSITION
<b>ALEXANDRIA TRANSFER CENTER</b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD
<b>BERKS COUNTY FAMILY/RESIDENTIAL SHELTER</b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b>BUFFALO SPC</b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b>CAROLINE</b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b>DILLEY FAMILY RESIDENTIAL CENTER</b>	
	Licensed Vocational Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers

SITE	POSITION
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b><u>EL PASO SPC</u></b>	
	Licensed Vocational Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b><u>ELIZABETH CDF</u></b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b><u>ELOY CDF</u></b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b><u>FLORENCE SPC</u></b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b><u>HOUSTON CDF</u></b>	
	Licensed Vocational Nurse
	Registered Nurse

SITE	POSITION
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b>JENA/LASALLE DETENTION FACILITY IGSA</b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b>KROME NORTH SPC</b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD
<b>LOS ANGELES STAGING FACILITY</b>	
	Licensed Vocational Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b>MONTGOMERY PROCESSING CENTER</b>	
	Licensed Vocational Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b>PEARSALL/SOUTH TEXAS DETENTION COMPLEX</b>	

SITE	POSITION
	Licensed Vocational Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b><u>PORT ISABEL SPC</u></b>	
	Licensed Vocational Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b><u>SAN DIEGO CDF</u></b>	
	Licensed Vocational Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD-CC
<b><u>SANTA ANA STAGING FACILITY</u></b>	
	Licensed Vocational Nurse
	Registered Nurse
	Advanced Practice Providers
	Behavioral Health Providers
	Techs/ Assistants
	MD/DO-DDS-PharmD
<b><u>TACOMA/NORTHWEST DET. CENTER CDF</u></b>	
	Licensed Practical Nurse
	Registered Nurse
	Advanced Practice Providers

# **ASSISTANT NURSE MANAGER**

## **Contract Position Description**

### **INTRODUCTION**

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for resident health care.

It is the responsibility of the Assistant Nurse Manager to adhere to policies and procedures as stated in the ICE Health Service Corps (IHSC) Policies and Procedures Manual and IHSC National Guidance

### **MISSION:**

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

### **ATTRIBUTES AND PROFESSIONAL QUALITIES**

1. Strong oral and written communication skills.
2. Strong leadership skills.
3. Excellent interpersonal skills.
4. Critical thinking skills.
5. Cultural competency.
6. Integrity and honesty.
7. Verbal and written proficiency in Spanish (preferred, not required).
8. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

### **REQUIRED EDUCATION AND EXPERIENCE**

*Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education.*

1. Graduate from an accredited Nursing program for Registered Nurses located in a State, the District of Columbia or a U.S. territory
2. Bachelor's Degree in Nursing.
3. Minimum six (6) years professional nursing experience.
4. Minimum (3) years supervisory experience.

### **REQUIRED LICENSURE/CERTIFICATION**

1. Maintains current, active and unrestricted license to practice as a Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of a wide range of complex nursing concepts, principles, and practices to perform nursing assessments of considerable diversity to include mental health, medical surgical, ambulatory and emergency nursing care.
2. Knowledge of team building principles.
3. Knowledge of staff development and basic adult learner teaching skills.
4. Knowledge of the Nurse Practice Act for the licensing state and/or the state in which one practices nursing.
5. Knowledge of managing non-compliant patients, special needs populations, and patients with significant deficits in coping skills, thereby requiring continuing professional clinical support.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Assists Nurse Manager in providing front line supervision of patient care provided by all nursing staff including nursing assistants or technicians/medical assistants.
2. Provides supportive assistance to the clinic/traffic coordinator as needed.
3. Monitors data elements of the electronic health record (eCW) to ensure compliance.
4. Provides electronic health record support and training to all nursing staff including nursing assistants or technicians/medical assistants.

5. Reviews identified patient records to assess treatment progress, adequacy of record keeping, and implementation of appropriate clinical guidelines.
6. Assists Nurse Manager in planning and/or collaborating patient care interventions with other health care professionals using in-depth knowledge of the specific patient's status, anticipating physiological and/or psychological appropriate or adverse responses
7. Conducts staff in-services on general and complex subjects with improvement of nursing and medical care as expected outcomes.
8. Provides orientation and training of new nursing personnel to protocols, requirements, and the specifics of the patient population.
9. Meets regularly with multidisciplinary treatment team members to discuss proposed revisions of medical treatment.
10. Provides appropriate health teaching and counseling to provide reinforcement and guidance to minimize protocol deviations.
11. Participates in developing recommendations for improved efficiency of patient care.
12. Serves as a liaison while maintaining collaborative relationships with members of other healthcare disciplines.
13. Serves as a team member for analyzing established protocol practices and identifying areas for improvement.
14. Assists Nurse Manager with program/project design activities, strategy development, problem resolution, and project implementation.
15. Assists in coordination of the treatment and transport, if necessary, of acutely ill or injured patients.
16. Reports all major changes of patient status to appropriate providers in a timely manner.
17. Performs record keeping functions in accordance with program policies and position.
18. Completes and passes all discipline specific competencies testing, initially and annually.
19. Completes all initial, annual and ad hoc training as required/assigned.
20. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
21. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
22. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
23. Attends and participates in general/medical staff meetings.
24. Assumes Nurse Manager duties as needed.
25. Performs duties as a staff Registered Nurse (see Registered Nurse Position Description) in times of critical needs across the facility as deemed necessary by the Health Services Administrator and/or Government Technical Monitor.
26. Other duties as assigned.

### **DUTY HOURS / ON-CALL REQUIREMENTS**

*IHSC operates 24/7/365 you may be required to respond telephonically during emergency call back roster activation.*

1. This full time position is required to be available telephonically and/or to report to the facility during non-core hours.





IHSC FACILITY NAME	IHSC FACILITY ADDRESS	COUNTY	STATE	Updated WD
ALEXANDRIA STAGING FACILITY	96 George Thompson Drive, Alexandria, LA 71303	Rapides Parish	LA	WD 15-5175 (Rev.-9)
BERKS- CTY FAMILY RESIDENTIAL CENTER	1040 Berks Road; Leesport, PA 19533	Berks County	PA	WD 15-4237 (Rev.-11)
BUFFALO FEDERAL DETENTION FACILITY	4250 Federal Drive; Batavia NY 14020	Genesee County	NY	WD 15-4181 (Rev.-11)
CAROLINE COUNTY DETENTION CENTER	11903 SW Lewis Memorial Dr., Bowling Green, VA 22427	Caroline County	VA	WD 15-4313 (Rev.-11)
DILLEY - STFRC	300 El Rancho Way, Dilley TX 78017	Frio County	TX	WD 15-5291 (Rev.-13)
EL PASO- ICE MEDICAL REFERRAL CENTER	8915 Montana Ave., El Paso, TX 79925	El Paso County	TX	WD 15-5229 (Rev.-11)
ELIZABETH- ICE MEDICAL FACILITY	625 Evans Street, Elizabeth, NJ 07201	Union County	NJ	WD 15-4211 (Rev.-11)
ELOY- ICE MEDICAL FACILITY	1705 E. Hanna Road Eloy, AZ 85232	Pinal County	AZ	WD 15-5469 (Rev.-9)
FLORENCE- ICE MEDICAL FACILITY	3250 N Pinal Pkwy, Florence, AZ 85143	Pinal County	AZ	WD 15-5469 (Rev.-7)
HOUSTON- CCA-HOUSTON CDF	15850 Export Plaza Drive, Houston TX 77032	Harris County	TX	WD 15-5233 (Rev.-13)
JENA- ICE DETENTION FACILITY	830 Pinehill Road, Jena, LA 71342	La Salle Parish	LA	WD 15-5197 (Rev.-12)
KROME- ICE MEDICAL REFERRAL CENTER	18201 SW 12 Street, Miami, FL 33194	Dade County	FL	WD 15-4543 (Rev.-12)
LOS ANGELES STAGING	300 N Los Angeles Street Rm B-18 Los Angeles, CA 90012	Los Angeles County	CA	WD 15-5613 (Rev.-13)
MONTGOMERY PROCESSING CENTER	806 Hilbig Rd.; Conroe, TX 77301	Montgomery County		WD 15-5233 (Rev.-13)
PEARSALL- SOUTH TX DETENTION COMPLEX	566 Veteran Drive, Pearsall, TX 78061	Frio County	TX	WD 15-5291 (Rev.-13)
PORT ISABEL- ICE MEDICAL FACILITY	27991 Buena Vista Blvd, Los Fresnos TX 78566	Cameron County	TX	WD 15-5219 (Rev.-10)
SAN DIEGO- ICE MEDICAL REFERRAL CENTER	446 Alta Road Suite 5400, San Diego, CA 92158	San Diego County	CA	WD 15-5635 (Rev.-10)
SANTA ANA- ICE STAGING FACILITY	34 Civic Center Plaza, B-047, Santa Ana, CA 92701	Orange County	CA	WD 15-5645 (Rev.-12)
STEWART- ICE MEDICAL FACILITY	79 Holder Rd., Lumpkin, GA 31815	Stewart County	GA	WD 15-4503 (Rev.-13)
TACOMA- NORTHWEST DETENTION FACILITY	1623 E. J Street Tacoma, WA 98421	Pierce County	WA	WD 15-5539 (Rev.-11)
TAYLOR- T. DON HUTTO RESIDENTIAL CENTER	1001 Welch Street Taylor, TX 76574	Williamson County	TX	WD 15-5215 (Rev.-13)
VARICK- ICE STAGING FACILITY	201 Varick Street; NY, NY 10014	New York County	NY	WD 15-4187 (Rev.-13)
YORK- TRANSFER OPERATIONS PROGRAM	3400 Concord Road York, PA 17402	York County	PA	WD 15-4245 (Rev.-9)
HEADQUARTERS IHSC (ADMIN ONLY)	500 12th Street SW, Washington, DC 20536	DMV area	DC	WD 15-4281 (Rev.-14)

# **REGISTERED NURSE – PSYCHIATRIC - KBHU**

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## **Contract Position Description**

### **INTRODUCTION**

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

### **MISSION**

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

### **ATTRIBUTES AND PROFESSIONAL QUALITIES**

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

### **REQUIRED EDUCATION AND EXPERIENCE**

*Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education*

1. Graduate from an associate's, baccalaureate, or graduate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission for Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE). In cases of graduates of foreign schools of professional nursing, possession of a current, full, active and unrestricted registration will meet the requirement of graduation from an approved school of professional nursing.
2. Have practiced the equivalent of two years full-time as a registered nurse.
3. Minimum 2,000 hours (equivalent to one-year of full-time) work experience in psychiatric-mental health nursing as a licensed registered nurse, in a hospital, medical office or residential setting within the last three years.

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4. Completed 30 hours of continuing education in psychiatric-mental health nursing within the last three years.
5. Experience in a detention/correctional healthcare setting (preferred, not required).

### **REQUIRED LICENSURE / CERTIFICATION**

1. Current, full and unrestricted license as Registered Nurse in the state in which the duty station is located, or a compact state that allows practice in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Board Certification in Psychiatric-Mental Health Nursing by the American Nurses Credentialing Center (ANCC) or eligible and must obtain within one year of start date with IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
4. This position does not require privileging by IHSC.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate an electronic work environment including electronic health records, web-based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, and credentialing.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. Responds to and/or coordinate response to medical emergencies.
4. Assesses and identifies high risk symptoms/behaviors in patients to include suicidal risk, homicidal risk, and verbally/physical uncooperative detainees.

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5. Assesses patient learning needs and develops a plan of care based on identified needs.
6. Observes, interprets and documents all pertinent patient behaviors.
7. Demonstrates an understanding of psychiatric conditions as defined in the DSM-V in planning nursing care for patients. Must appropriately document patient encounters electronically according to current standards of care using electronic health records.
8. Serves as clinical resource to nursing staff members of matters related to psychiatric-mental health nursing.
9. Annually, develops and provides one in-service to nursing staff members on psychiatric-mental health nursing.
10. Serves as mentor and preceptor, as assigned, to new nursing staff members with particular attention to psychiatric-mental health nursing care.
11. Performs individual and group patient education/instruction to facilitate meeting the health needs of patients and preventing disability or disease.
12. Maintains a therapeutic relationship with patients and differentiates therapeutic action from social interactions.
13. Coordinates health care needs of patients with multidisciplinary team members and coordinates referrals to off-site providers as required.
14. Provides supervision of Licensed Vocational/Practical Nurses and unlicensed assistive personnel, as assigned.
15. Evaluates health care needs of patients and develops nursing care plans to meet those needs.
16. Provides assessment and treatment of patients during sick call utilizing the IHSC RN Guidelines and refers to a medical provider as appropriate.
17. Provides screening of patients during intake per IHSC established policies and procedures.
18. Obtains patients' health histories and appropriately refers abnormal findings or responses or stated medical problems to the appropriate medical provider.
19. Draws labs as requested and collects laboratory specimens.
20. Properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
21. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
22. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
23. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
24. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
25. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among patients.
26. Provides patient health education as appropriate.
27. Participates as member of multidisciplinary team to ensure that equipment, supplies and logs are available, correct and updated. Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
28. Serves as clinic coordinator to ensure effective and efficient clinical operations.
29. Participates in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
30. Performs record keeping functions in accordance with program policies and position.

31. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
32. Completes and passes all discipline specific competencies testing, initially and annually.
33. Completes all initial, annual and *ad hoc* training as required/assigned.
34. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
35. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
36. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs as appropriate to position.
37. Attends and participates in general/medical staff meetings.

### **DUTY HOURS/ ON-CALL REQUIREMENTS**

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full-time position requires availability to work day, evening and night shifts; availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

### **SECURITY REQUIREMENTS**

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

### **PHYSICAL DEMANDS**

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.



**SUPERVISORY CONTROLS**

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

**ACKNOWLEDGEMENT**

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: \_\_\_\_\_  
Sign / Print

\_\_\_\_\_  
Date

Witness: \_\_\_\_\_  
Sign / Print

\_\_\_\_\_  
Date