

SOCIAL WORKER-KROME-KBHU

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. Master's Degree in Social Work from a program accredited by the Council on Social Work Education (CSWE).
2. Minimum of one-year experience as a Licensed Clinical Social Worker, at the independent level as recognized in the state licensed, whereby clinical supervision is not required.

REQUIRED LICENSURE / CERTIFICATION

1. A current, permanent, full and unrestricted license to practice clinical social work independently in the state where the duty station is located.
3. This position requires privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart

1 May 2018

Association®.

5. Experience implementing and managing a new mental health treatment program and/or a Modified Therapeutic Community treatment model.(Preferred, not required)
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the case management process commensurate with training and education at the master's level.
2. Knowledge of and experience in the indications and contraindications, complications and techniques in the various social work treatment and diagnostic modalities.
3. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Verbal and written proficiency in English and Spanish.
5. Ability to implement and manage a new, multi-disciplinary mental health treatment unit.
6. Possess a strong understanding of the Modified Therapeutic Community treatment model.
7. Knowledge of a diverse set of group and individual therapeutic modalities (examples include, but are not limited to: art, music, drama, creative-writing, life skills, etc.).
8. Ability to work in a multi-cultural and multi-lingual environment.
9. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
10. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
11. Ability to communicate proficiently in English and Spanish (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
12. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
13. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
14. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
15. 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 direction and oversight to multi-disciplinary team in the implementation and management of a new mental health treatment unit.
2. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
3. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
4. May be expected to respond to and or coordinate response to medical emergencies.
5. Assesses and evaluates the mental health of residents according to DSM V diagnosis and refer to outside treatment facilities if necessary.

1 May 2018

6. Works in conjunction with ICE/OPLA legal counsel providing written evaluation reports on the mental health status of individuals placed on SMI (Seriously Mental Illness) List.
7. Provides weekly reports/updates on individuals on SMI list to HQ mental health department.
8. Provides weekly reports/updates on individuals housed in segregation and report to HQ Behavioral Health Unit.
9. Provides brief counseling, psychotherapy, behavioral analysis, and substance abuse education, as required by ICE Residential Standards.
10. Provides mental health treatment to individuals that are present with signs/symptoms of sexual or physical assault, abuse, and/or neglect using the multidisciplinary approach.
11. Provides mental health treatment to individuals that present with signs/symptoms of suicidal, dangerous, or psychotic behaviors.
12. Provides post-discharge follow up for individuals returning from inpatient mental health treatment.
13. Serves as the suicide prevention program coordinator.
14. Possesses a high level of skill in assessing, recognizing, and treating behavioral or other mental health conditions that interfere with successful treatment.
15. Serves as a mental health consultant to other health professionals at the facility.
16. Provides education and training to medical, ICE, and contract staff.
17. Responsible for all case management which may involve community treatment placement, hospital placement, or other after care situations.
18. Coordinates and monitors program functions including Post Order Custody Reviews (POCR), and Availability of Health Care Programs.
19. Obtains information to assist IHSC in responding to external inquiries regarding ICE Case Management Unit related issues.
20. Develops training/education materials as required.
21. Coordinate with HQ Behavioral Health Unit for continuity of care for placement in, or treatment of, residents in appropriate settings as required by the conditions of release outlined by ICE.
22. Utilizes EHR system for completing treatment authorization request, case entry and exit reports.
23. Assists the case manager in the development of detail oriented research into availability of
20. Assists the local performance improvement coordinator in completion of clinical performance improvement activities/risk identification and management directly related to mental health healthcare in countries worldwide.
21. Performs record keeping functions in accordance with program policies and position.
22. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.
25. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
26. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
27. 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.
28. Attends and participates in general/medical staff meetings.

1 May 2018

DUTY HOURS/ ON-CALL REQUIREMENTS

1. This full-time position requires availability to work days, evenings, as well as weekends and holidays Night shifts may be, but are generally not required.
2. This full-time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

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.

1 May 2018

Employee: _____

Sign / Print

Date

Witness: _____

Sign / Print

Date

1 May 2018

REGISTERED NURSE – PSYCHIATRIC- KBHU

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.

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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 or baccalaureate 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).
2. Minimum one-year psychiatric nursing experience as a licensed registered nurse, in a hospital, medical office or residential setting.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

1 May 2018

REOURED LICENSURE / CERTIFICATION

1. Current, full and unrestricted licensed as Registered Nurse 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 Nursing by the American Nurses Credentialing Center (ANCC).
3. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
5. This position does not require privileging by IHSC.

REOURED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Verbal and written proficiency in English and 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 patient understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English and Spanish (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.
10. 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, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond 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 difficult detainees.
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/resident encounters

1 May 2018

- electronically according to current standards of care using electronic health records.
8. Performs individual and group patient education/instruction to facilitate meeting the health needs of patients and preventing disability or disease.
 9. Maintains a therapeutic relationship with patients and differentiates therapeutic action from social interactions.
Coordinates health care needs of patients with multidisciplinary team members and coordinates referrals to off-site providers as required.
 10. Provides supervision of Licensed Vocational/Practical Nurses, as assigned.
 11. Evaluates health care needs of residents and develops nursing care plans to meet those needs.
 12. Provides assessment and treatment of residents during sick call utilizing the IHSC RN Guidelines and refers to mid-level provider and/or physician as appropriate.
 13. Provides screening of residents during intake per IHSC established policies and procedures.
 14. Obtains residents' medical histories and appropriately refers abnormal findings or responses or stated medical problems to the physician and/ or mid-level provider.
 15. Draws labs as requested and collects laboratory specimens.
 16. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
 17. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
 18. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
 19. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
 20. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
 21. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
 22. Provide patient/resident health education as appropriate. 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.
 23. Provides radiological services in accordance with scope of practice for practice state and IHSC Policies and Procedures. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
 24. May serve as clinic coordinator to ensure effective and efficient clinical operations.
 25. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
 26. Performs record keeping functions in accordance with program policies and position.
 27. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
 28. Completes and passes all discipline specific competencies testing, initially and annually.
 29. Completes all initial, annual and ad hoc training as required/assigned.
 30. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
 31. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
 32. 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.

1 May 2018

33. 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.
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Employee: _____
Sign / Print

Date

1 May 2018

Witness: _____
Sign / Print

Date

1 May 2018

Lost, Stolen or Compromised Personal Identity Verification Card (PIV)

ICE PIV card holders are required to immediately notify the ICE HSPD-12 program office when their DHS issued PIV card has been lost, stolen or the Public Key Infrastructure (PKI) certificates are compromised. Failure to report could adversely affect physical and logical access to ICE facilities and systems.

Before any ICE PIV cardholder can be issued a replacement PIV card, they must complete and submit the Report of Survey (ROS). When completing the ROS, cardholders shall ensure the serial number (if known) and acquisition date (card issuance date) are included in the applicable data fields. If the serial number or issuance date of a PIV card is unknown, please contact the ICE HSPD-12 program office at (b)(6); (b)(7)(C)

Following a successful submission of the ROS, the cardholder will be notified by the HSPD-12 office via email on where to obtain a replacement PIV card and once their PIV profile has been set for reissuance.

Lost/Compromised PIV Cards

In cases where the PIV card has been misplaced or lost, the individual will notify and advise the ICE Service Desk and the ICE HSPD-12 program office that their PIV card has been lost.

- └ The ICE Service Desk will create a service ticket number and provide a temporary 24-hour user name and password for continued access to the ICE network.
- └ The ICE HSPD-12 program office will immediately revoke the certificates on the PIV card and disable all physical accesses programmed on the PIV card.

Stolen PIV cards

In addition to the above notification requirements, a PIV cardholder shall file a police report with the law enforcement agency in the jurisdiction where the theft occurred when a PIV card has been stolen.

- └ A police report is required to be uploaded with the ROS. If a report is not immediately available, the police report/case file number shall be provided in the applicable data field.

To determine the location of the nearest PCIF, cardholders should consult the DHS Nationwide PIV Card Issuance Facility Listing.

HSPD-12 Program Office
U.S. Immigration and Customs Enforcement
Office of Professional Responsibility (OPR)
Physical Security Operations Unit (PSO)

REGISTERED NURSE

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2. Minimum one year of professional experience as a licensed registered nurse in a hospital, medical office or residential setting.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. Current, full and unrestricted licensed as 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. Verbal and written proficiency in Spanish
2. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
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 patient 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.
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2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies. Must appropriately document patient/resident encounters electronically according to current standards of care using electronic health records.
4. Provides supervision of Licensed Vocational/Practical Nurses, as assigned.
5. Evaluates health care needs of residents and develops nursing care plans to meet those needs.
6. Provides assessment and treatment of residents during sick call utilizing the IHSC RN Guidelines and refers to mid-level provider and/or physician as appropriate.
7. Provides screening of residents during intake per IHSC established policies and procedures.
8. Obtains residents' medical histories and appropriately refers abnormal findings or responses or stated medical problems to the physician and/ or mid-level provider.
9. Draws labs as requested and collects laboratory specimens.

12 February 2016

10. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
11. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
12. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
13. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
14. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
16. Provide patient/resident health education as appropriate
17. Coordinates health care needs of residents with multidisciplinary team members and coordinates referrals to off-site providers as required.
18. 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.
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30. Other duties as assigned.

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2. This position does not require privileging by IHSC.
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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.
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7. Provides screening of residents during intake per IHSC established policies and procedures.
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12 February 2016

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13. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
14. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
16. Provide patient/resident health education as appropriate
17. Coordinates health care needs of residents with multidisciplinary team members and coordinates referrals to off-site providers as required.
18. 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.
19. Provides radiological services in accordance with scope of practice for practice state and IHSC Policies and Procedures. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
20. May serve as clinic coordinator to ensure effective and efficient clinical operations.
21. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
22. Performs record keeping functions in accordance with program policies and position.
23. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
24. Completes and passes all discipline specific competencies testing, initially and annually.
25. Completes all initial, annual and ad hoc training as required/assigned.
26. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
27. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
28. 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.
29. Attends and participates in general/medical staff meetings.
30. Other duties as assigned.

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.

ADMINISTRATIVE ASSISTANT

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.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. 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. Associates Degree strongly preferred, however a High School Diploma is minimally acceptable criteria.
2. Minimum of one year of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, Outlook and SharePoint.

REQUIRED LICENSURE/CERTIFICATION:

1. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
2. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients and co-workers.
3. Ability to work in a multi-cultural and multi-lingual environment and ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to manage time effectively, prioritize tasks and communicate clearly with a basic knowledge of medical terminology.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to navigate in an electronic work environment including electronic health records, web based trainings and communications.
7. Knowledge of basic office equipment/technology usage; including telephone, copy machine, scanner, computer, printer and ability to trouble shoot basic office equipment issues.
8. Knowledge of, and high level of proficiency in 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. Types a variety of materials in the form of memoranda, meeting minutes, letters, briefing materials and reports.
2. Establishes and maintains office files, databases and creates electronic spreadsheets which may include the management of timesheets, leave requests, contract documents, and invoices. Reviews files to meet current needs and periodically reviews materials for disposition.
3. Maintains confidentiality of medical records, Personally Identifiable Information (PII), personnel issues and other sensitive office matters. Keeps all file systems containing PII secured per IHSC and ICE policy.
4. Arranges for meetings, including making reservations for conference rooms and notifying participants. When necessary, attends meetings and prepares reports of the proceedings.
5. Receives and screens visitors and telephone calls to the medical facility, referring callers to the Health Services Administrator or other clinic staff as appropriate.
6. Personally takes care of many matters and questions including answering substantive questions not requiring research or technical knowledge.
7. Maintains HSA/AHSA calendar and schedules appointments and meetings as directed. Reminds HSA/AHSA of appointments and provided briefs on the matters to be considered before the scheduled meetings. On own initiative, reschedules appointments when it becomes apparent that the HSA/AHSA will not be able to meet previous engagements.
8. Receives and screens all incoming correspondence and directives to keep aware of the activities of the office. Determines those that can be acted upon personally and takes necessary action. When necessary uses initiative to obtain clarification or instructions from originating offices.

9. Controls incoming and outgoing correspondence and action documents, following up to ensure that deadlines are met for responses.
10. Receives requests for information, advising when material can be furnished and prepares it personally or follows up to ensure it is prepared within deadlines. Assembles, compiles, and summarizes information from files and documents in the office or other available sources for use by the supervisor or other staff members.
11. Performs record keeping functions in accordance with program policies and position.
10. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
11. Completes and passes all discipline specific competencies testing, initially and annually.
12. Completes all initial, annual and ad hoc training as required/assigned.
13. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
14. 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.
15. Attends and participates in general/medical staff meetings.
16. Maintains awareness of, and adheres to, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
17. Other duties as assigned.

ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; you 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 a 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 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.

DENTAL ASSISTANT

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 manage and 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.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. 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 a Dental Assistant Program accredited by the Commission on Dental Accreditation (CODA), preferred but not required.
2. One year experience as a Registered Dental Assistant

REQUIRED LICENSURE/CERTIFICATION:

1. Registered Dental Assistant by the State Board of Dental Examiners (SBDE) in the state in which the duty station is located.

2. Dental Assistant National Board (DANB) certification is preferred, but not required.
3. X-ray certification is required per state board regulations within the state of practice.
4. This position does not require privileging by IHSC.
5. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of American Dental Association and Center for Disease Control and Prevention standards regarding dental care and related issues.
2. Ability to perform four-handed dentistry and must have good finger dexterity and arm-hand steadiness.
3. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Knowledge and understanding of dental materials used in the dental clinic and the ability to properly mix and manipulate these materials per manufacturer's recommendations.
5. Ability to work in a multi-cultural and multi-lingual environment.
6. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
7. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
8. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
9. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
10. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
11. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
12. 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, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. Receives and schedules patients for treatment in dental clinic.
4. Obtains and records information related to medical-dental history of patient; routes patients for medical services when required.
5. Maintains dental equipment in a clean and operative condition at all times.
6. Performs optimum sterilization and/or disinfection procedures including but not limited to proper instrument preparation, processing and sterilization, autoclave operation, maintenance and monitoring procedures to include spore testing as per National Policy and Procedure, IHSC Dental Health Services Operations Manual and the Center for Disease Control (CDC) guidelines.

7. Performs operatory clean-up procedures including surface disinfection, waterline and suction treatment, proper sharps handling and disposal methods in accordance with CDC guidelines
8. Makes preparations for general dentistry and oral surgery performed in the dental clinic by preparing instruments, equipment and materials using aseptic technique and protective barriers.
9. Assists in monitoring patient for signs of adverse reaction to treatment.
10. Packages tissue specimens and routes to pathological laboratory per standard protocol.
11. Changes and removes surgical dressings and removes sutures as directed.
12. Applies the concepts of four-handed dentistry to maintain a field of operation through the use of retraction, suction, irrigation, drying, placing and removing cotton rolls and shields, lighting, etc., during the following dental procedures:
 - a. Oral Surgery
 - b. Restorative
 - c. Periodontal
 - d. Endodontic
13. Provides patient education per dentist for all types of post treatment care including specialized instructions.
14. In the absence of the Dentist and/or Dental Hygienist, the Dental Assistant will provide support services to the medical clinic. This may include, but is not limited to performing vital signs, triage and other duties within the scope of dental assistant practice.
15. Prepares health history and consent forms for dental procedures.
16. Operates and maintains dental X-ray equipment to take intra-and extra-oral radiographs and maintains radiology certification and training per state requirement.
17. Makes sure all precautions are being carried out so that the patients, as well as the dental staff, are receiving the smallest amount of radiation as possible.
18. Maintains use of dosimetry badge in accordance with Contractor recommendations while on duty.
19. Responsible for documenting all x-rays performed by the incumbent. Files x-ray reports and x-ray jackets in the appropriate place.
20. Maintains an up to date quality control system on the x-ray machines and processor.
21. Develops and finishes film when necessary; prepares, maintains and disposes of all processing chemicals per industry standards.
22. Takes preliminary impressions, pours and trims models from impressions, constructs base plates and bite rims when necessary.
23. Assist in maintaining daily/ monthly statistics and preparing reports as needed.
24. Provides oral hygiene education.
25. Triage dental patients and determine appropriate referral.
26. Maintains all required logs/ inventories to include but not limited to biopsy log, sharps log, tool log, chemical inventory, post-operative evaluation log, etc.
27. Maintains tool inventory control at all times.
28. Orders and stores dental supplies.
29. May be expected to respond to and or coordinate response to medical emergencies.
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 and collateral duties as appropriate to position.
37. Attends and participates in general/medical staff meetings.
38. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is 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 a 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 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 surfaces (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

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

LICENSED VOCATIONAL NURSE/ LICENSED PRACTICAL NURSE (LVN/LPN)

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.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. 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 approved, accredited Vocational/Practical Nurse program located in a State, the District of Columbia, or a U.S. territory.
2. Must have a minimum of one year experience in a hospital, medical office or outpatient clinical setting.

REQUIRED LICENSURE/CERTIFICATION:

1. Maintains current, active and unrestricted LVN/LPN license by 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. Ability and proficiency 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 (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in 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 & RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Evaluates health care needs of residents and assists RN in the development of nursing care plans to meet those needs.
5. Assists with gathering resident data during sick call and medical appointments.
6. Obtains medical information on residents using pre-established questionnaire and appropriately refers abnormal findings or responses or stated medical problems to the RN, mid-level provider or physician.
7. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
8. Provide patient/resident education as appropriate.
9. May coordinate health care needs of residents with healthcare team and referrals to off-site providers as appropriate for facility.

10. Assures a safe and clean working environment at all times.
11. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
12. Provides radiological services in accordance with scope of practice and state licensure. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
13. Collect laboratory specimens as requested per IHSC policy and procedures.
14. Administers medications and treatments as ordered/recommended in accordance with scope of practice and state licensure.
15. Must adhere to practical nursing principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
16. Must adhere to medication administration guidelines, understand pharmaceutical agents and their desired effect recognize adverse effects and take appropriate corrective measures.
17. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.
18. Performs record keeping functions in accordance with program policies and position.
19. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
20. Completes and passes all discipline specific competencies testing, initially and annually.
21. Completes all initial, annual and ad hoc training as required/assigned.
22. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
23. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
24. 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.
25. Attends and participates in general/medical staff meetings.
26. Other duties as assigned.

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 a 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 subsequent background investigations to meet the requirements of this position.

MEDICAL RECORDS TECHNICIAN

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.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. 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. High School Diploma or GED equivalent.
2. Minimum of one year experience in a healthcare setting as a medical record technician, medical record clerk, unit secretary, or similar position where the processing of electronic medical/health records was part of the daily responsibilities.

REQUIRED LICENSURE/CERTIFICATION:

1. This position does not require privileging by IHSC.

2. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the basic principles of standard electronic medical record procedures, methods, and requirements to perform a full range of routine medical records management.
2. Knowledge of the procedures, rules, operations, sequence of steps, documentation requirements, time requirements, functions, and workflow to process electronic medical records, to review records for accuracy and completeness, and to keep track of processing deadlines.
3. Knowledge of medical terminology.
4. Ability to manage high volume of medical records daily to include intake, discharge, and requests for records from outside sources.
5. Ability to recognize information inconsistencies and take appropriate action to resolve.
6. Ability to maintain an electronic medical record system and ensure compliance with all regulatory agencies that provide governance and guidance on handling medical records in an appropriate manner.
7. Ability to work in a multi-cultural and multi-lingual environment.
8. Ability to work approximately 90% of time using computers, scanners, and printers and literate in their usage.
9. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
10. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
11. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
12. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
13. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
14. Knowledge of, and a high level of proficiency in common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
15. 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. Prepares, updates, and maintains a medical record for each patient ensuring accuracy of information.
2. Maintains appointment system for patients and clinical staff where applicable.
3. Tracks compliance with scheduled patient appointments, making timely reminders notices, or calls to the clinic and IHSC staff prior to each appointment where applicable.
4. Determines coding for relevant medical record forms from appropriate references.
5. Files/scans laboratory, radiology, and other reports in appropriate sections of the electronic medical record within prescribed time period.
6. Routes clinical reports to appropriate clinic staff within prescribed time period.
7. Archives clinical information from the medical record within prescribed time period in accordance with established IHSC policy and procedures.

8. Corresponds with outside medical facilities and Contractors to request pertinent medical information to place in the medical record using appropriate and authorized ICE and IHSC forms. Tracks requests and performs follow-up ensuring receipt of information requested.
9. Reviews all documentation for completeness and routes incomplete documents to the appropriate provider for correction prior to placing/scanning in the medical records.
10. Retrieves and transports required and requested medical records to the appropriate provider throughout the medical facility using appropriate IHSC policy and procedures to maintain privacy.
11. Uses multiple mediums to process a variety of narrative and tabular material (e.g., correspondence, tabular data, reports, etc.) to prepare, update, and maintain a medical record and provide required and requested information to appropriate medical personnel.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains a high level of proficiency and ease of use utilizing electronic health records.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. 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.
19. Attends and participates in general/medical staff meetings.
20. Other duties as assigned.

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 days, evenings, as well as weekends and holidays. Night shifts may be, but are generally not required. (Site specific).
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 a 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 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 Contractor. 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

PHARMACY TECHNICIAN

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.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. 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 a pharmacy technician program accredited by The American Society of Health System Pharmacists (ASHP).
2. Minimum of one year experience as a Certified Pharmacy Technician.

REQUIRED LICENSURE/CERTIFICATION:

1. Certified by The Pharmacy Technician Certification Board (PTCB)
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 (1) pharmaceutical nomenclature, (2) formulas, strengths, and dosage forms of drugs; (3) pharmaceutical systems of weights and measures; (4) operation and care of a variety of pharmaceutical equipment; (5) receipt, storage, and order of pharmaceuticals, bulk compounding, preparation of sterile solutions, and setting up prescriptions for a final check by a pharmacist.
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 (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in 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 & RESPONSIBILITIES:

1. Performs all duties related to preparation and dispensing of medication orders.
2. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
3. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
4. May be expected to respond to and or coordinate response to medical emergencies.
5. Reads individual prescriptions and determines the name of the drug, strength, and dosage of drugs to be dispensed. Correlates instructions on the prescription with pharmacy policy limitations and notes such on the prescription.
6. Sets up prescriptions by obtaining the correct drug stock, counting the correct amount of medication, and placing this medication in smaller containers. After the prescription has been filled, all contents and the label are set aside in order for a final check by a pharmacist.
7. Consults with the Clinical Services Manager or clinical pharmacist directly to clarify a prescription problem. This indicates that the technician has the knowledge and experience to recognize a problem in which a physician or a pharmacist must be contacted to clarify or change a medication order.
8. Required to use judgment and experience to determine when a pharmacist is to be immediately alerted to a therapeutic problem.

9. When the technician is asked to act on dispensing instructions from a prescription, they can act and prioritize the requests.
10. The technician has sufficient experience with the type of requests and their critical nature to be able to know when to proceed and when to immediately alert a pharmacist for follow-up.
11. Sets up medications needed for new orders and arranges for a pharmacist to check all preceding steps.
12. Receives supplies and checks receipts against requisitions.
13. Checks for shortages, breakage, deterioration and expiration dates. Discrepancies found are reported to the pharmacist.
14. Performs computer entry of vouchers or invoices into various program applications for monitoring pharmacy expenditures and generating reports. Determines appropriate stock levels as well as the critical nature of different drugs and the consequences of being short on these supplies.
15. Consults with a pharmacist to prevent inventory problems and prepares requisitions accordingly.
16. Withdraws outdated drugs, determines proper disposition (destruction or credit returns) and prepares necessary paper work to initiate proper action.
17. Places supply orders through mandatory government and non-government sources, which include data entry into computer applications for figuring the total dollar value and generating a quarterly report, and determine the kind of packaging and shipping required for such items.
18. Makes necessary changes to quantities requested depending on stock levels to avoid total depletion and notifies a pharmacist of any discrepancies found in the requisition.
19. Packages bulk drugs, which include liquids, tablets, capsules, ointments and creams, etc. into specific quantities and various size containers.
20. Operates various types of equipment such as tablet and capsule counting machines and labeling machines.
21. Records all prepackage information including lot number, expiration date, manufacturer, current date, initials (incumbent), and sets them aside for final check by a registered pharmacist.
22. On a daily basis checks the medicine cabinet and all areas of the clinic where night pharmacy service is available. Responsible for refilling any missing pharmacy drugs or supply items used during the night.
23. Inspects and logs the temperature of all refrigerators that contain any type of pharmaceutical reports problems.
24. As directed, or in conjunction with a pharmacist, conducts orientations, for new staff, to pharmacy policy and practice within the clinic.
25. Keeps staff apprised of changes in protocols, drug recalls, etc. that may affect patient safety.
26. Utilizes a personal computer to enter and tabulate data for the monthly workload record.
27. Manipulates data spreadsheet software in order to provide statistical analysis of the workload. Prepares quarterly reports, which identify trends in usage, peculiarities, and discrepancies.
28. Collects daily as required or works with a pharmacist to provide workload data, tabulates onto workload sheets, prepares figures for entry into a statistical program, and enters data into that program.
29. Is familiar with the statistical program that has been designed specifically for this location as well as others for basic spreadsheet capabilities and uses standard techniques.

30. Is fully familiar with all aspects of the program to include adding new patients, doctors, and drugs to the databases as well as editing prescriptions and querying the program for data related to drug usage and workload statistics.
31. Adds new patients to the pill line and updates current patients when orders are renewed. Prepares computer generated medication administration record (MAR) for patients on the pill line.
32. Adds new patients to the Isoniazid tuberculosis prophylaxis directly observed therapy (DOT) list (if separate from the regular pill line).
33. Clean equipment and work areas in the pharmacy.
34. Performs record keeping functions in accordance with program policies and position.
35. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
36. Completes and passes all discipline specific competencies testing, initially and annually.
37. Completes all initial, annual and ad hoc training as required/assigned.
38. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
39. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
40. 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.
41. Attends and participates in general/medical staff meetings.
42. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

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

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a 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 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

PSYCHIATRIST

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.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. 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. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or;
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:
 - a. The National Committee on Foreign Medical Education and Accreditation (NCFMEA) and
 - b. Permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).

3. Minimum of one year experience as a licensed practicing psychiatrist.

REQUIRED LICENSURE/CERTIFICATION:

1. Permanent, full, and unrestricted license to practice medicine independently in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to license must be reported to employer immediately.
2. Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN). Or,
3. Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN). within 18 months of hiring.
4. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.

Please note:

- *Effective January 1, 2012, ABPN will require a physician to become Board certified within seven years following successful completion of ACGME-accredited or ABPN approved residency training in their primary specialty or ACGME-accredited subspecialty.*
 - *Graduates can take the ABPN Certification Examination as many times as allowed during the seven-year period.*
 - *Individuals who have completed an accredited residency program prior to January 1, 2012 will have until January 1, 2019 to become board certified.*
 - *Individuals who do not become certified during the seven-year period (or before January 1, 2019 for those who completed residency training before January 1, 2012) will be required to (1) repeat the required clinical skills evaluations; and (2) complete one stage of MOC (90 CME credits, 24 self-assessment CME credits, and one PIP Unit that includes a clinical and feedback module) in order to be credentialed to take the ABPN Certification Examination.*
5. This position requires privileging by IHSC.
 6. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the indications and contraindications, complications and techniques in the various psychiatric treatment and diagnostic modalities.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.

9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. 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, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Prescribes and monitors psychiatric medication treatment services including monitoring the side effects of medication and/or adverse reactions.
5. Offers comprehensive psycho-educational information with each medication/somatic treatment regarding the patient's mental illness, emotional disturbance or behavior disorder, treatment goals, potential benefits and the risk of treatment, self-monitoring aids, and identifies support groups for therapeutic assistance.
6. Utilizes the evidence-based algorithms for decision-making regarding patient assessment and medication management.
7. Utilizes Assessment of Involuntary Movement Scale (AIMS) is used if identified treatment carries the risk of inducing a movement disorder.
8. Adheres to medical standards in accordance with IHSC policies, American Psychiatric Association standards, and legal requirements.
9. Determines the need for core treatment and specialty services for identified patients in a full range of psychiatric problems.
10. Performs various diagnostic and treatment procedures, including cognitive and behavioral psychotherapy, supportive individual and group psychotherapy, somatic therapies (including the use of traditional and atypical drugs).
11. Provides professional, recovery based psychiatric care considerate of cultural and ethnic diversity and focuses on empowering individuals to change their own lives.
12. Assures patients are treated with dignity and are consulted when evaluating and/or revising treatment and services.
13. Utilizes evidence-based practices to promote recovery, reduces stigma and unconditionally enhance the quality of life.
14. Assures a positive therapeutic milieu exists during treatment and emphasizes recovery goals.
15. Participates in comprehensive performance improvement and utilization management plans to include:
 - Quality and appropriateness of services,
 - Evaluation of patient-based functions,
 - Decreasing the escalation of healthcare costs, and
 - Improvement in patient outcomes.

16. Prepares or oversees the preparation of documentation, testimony, and written orders needed for care, treatment, medical records, legal actions, referrals, performance development, credentials/privileges, and administrative requirements.
17. Provides expert guidance to the Director and other staff in all matters pertaining to mental health treatment (modalities and medications), and mental health programs both domestic and international.
18. Analyzes public health care trends, in the mental health area, of related special population groups and assists in developing and implementing policies and guidelines to improve mental health services of such groups.
19. Assumes responsibility for the non-psychiatric medical evaluation, diagnosis and treatment of patients for whom she or he is responsible in the absence of non-psychiatric physicians in emergency situations and within incumbent's competency and scope of practice.
20. Provides clinical supervision to mental health staff.
21. Spends at least 60% of time in direct patient care to meet the performance targets set by the IHSC.
22. Provides specialized medical services to "outpatients" and provides medical care to inpatients in facilities with a short stay unit. Specific duties involve all aspects of health care delivery. The incumbent will work in concert with both facility staff and consultant specialists in various clinical areas.
23. Acts as a mental health consultant to medial staff, providing oversight and direction related to the provision of mental health care.
24. Examines and orders appropriate diagnostic testing and provides necessary treatment and/or medications as required. Refers selected cases to consultant specialists when necessary. Refers residents requiring hospitalization to a community hospital and to an appropriate admitting physician.
25. Ensures that proper evaluations and treatments are carried out and documented. Incumbent shall constantly monitor and evaluate the quality of patient care, providing data to the departmental Performance Improvement program, and other agencies or committees as required.
26. May be required to see patients who are not in the category of his/her expertise but within his or her scope of practice.
27. Assures proper maintenance of medical records, preparation of reports, etc., as related to the area of responsibility. Makes recommendations on matters of policy, procedures, training, personnel, and equipment as related to specific area of responsibility.
28. Performs record keeping functions in accordance with program policies and position.
29. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
30. Completes and passes all discipline specific competencies testing, initially and annually.
31. Completes all initial, annual and ad hoc training as required/assigned.
32. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
33. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
34. 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.
35. Attends and participates in general/medical staff meetings.

36. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
2. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a 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 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 Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

SOCIAL WORKER

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.

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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. Verbal and written proficiency in Spanish (preferred, not required).
7. 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. Master's Degree in Social Work from a program accredited by the Council on Social Work Education (CSWE).
2. Minimum of one (1) year experience as a Licensed Clinical Social Worker, at the independent level as recognized in the state licensed, whereby clinical supervision is not required.

REQUIRED LICENSURE/CERTIFICATION:

1. A current, permanent, full and unrestricted license to practice social work in the state where the duty station is located.
2. This position requires the candidate to practice independently according to the state in which they are licensed.
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the case management process commensurate with training and education at the master's level.
2. Knowledge of and experience in the indications and contraindications, complications and techniques in the various social work treatment and diagnostic modalities.
3. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. 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, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Assesses and evaluates the mental health of residents according to DSM V diagnosis and refer to outside treatment facilities if necessary.
5. Works in conjunction with ICE/OPLA legal counsel providing written evaluation reports on the mental health status of individuals placed on SMI (Seriously Mental Illness) List.
6. Provides weekly reports/updates on individuals on SMI list to HQ mental health department.

7. Provides weekly reports/updates on individuals housed in segregation and report to HQ Behavioral Health Unit.
8. Provides brief counseling, psychotherapy, behavioral analysis, and substance abuse education, as required by ICE Residential Standards.
9. Provides mental health treatment to individuals that are present with signs/symptoms of sexual or physical assault, abuse, and/or neglect using the multidisciplinary approach.
10. Provides mental health treatment to individuals that present with signs/symptoms of suicidal, dangerous, or psychotic behaviors.
11. Provides post-discharge follow up for individuals returning from inpatient mental health treatment.
12. Serves as the suicide prevention program coordinator.
13. Possesses a high level of skill in assessing, recognizing, and treating behavioral or other mental health conditions that interfere with successful treatment.
14. Serves as a mental health consultant to other health professionals at the facility.
15. Provides education and training to medical, ICE, and contract staff.
16. Responsible for all case management which may involve community treatment placement, hospital placement, or other after care situations.
17. Coordinates and monitors program functions including Post Order Custody Reviews (POCR), and Availability of Health Care Programs.
18. Obtains information to assist IHSC in responding to external inquiries regarding ICE Case Management Unit related issues.
19. Develops training/education materials as required.
20. Coordinate with HQ Behavioral Health Unit for continuity of care for placement in, or treatment of, residents in appropriate settings as required by the conditions of release outlined by ICE.
21. Utilizes EHR system for completing treatment authorization request, case entry and exit reports.
22. Assists the case manager in the development of detail oriented research into availability of
20. Assists the local performance improvement coordinator in completion of clinical performance improvement activities/risk identification and management directly related to mental health healthcare in countries worldwide.
21. Performs record keeping functions in accordance with program policies and position.
22. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.
25. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
26. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
27. 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.
28. Attends and participates in general/medical staff meetings.
29. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. This full time position requires availability to work days, evenings, as well as weekends and holidays Night shifts may be, but are generally not required.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS:

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

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