DIRECTOR, STUDENT HEALTH & WELLNESS
An Educational Administrator Position

OVERALL RESPONSIBILITY:
Under the direction of the Dean, Student Services, the Director plans, develops, implements, directs, and evaluates Student Health and Wellness Center operations, programs, activities, and services to ensure appropriate and adequate levels of a variety of healthcare services identified as the routine, chronic, urgent, and emergent healthcare issues of students or emergency care of employees and visitors. Provides short- and long-term planning, prepares and administers annual program reviews and budgets, supervises and evaluates the performance of assigned personnel, negotiates partnership agreements with community partners, serves on community and campus committees, ensures compliance with District policies and applicable state and federal regulations related to healthcare, and serves as the custodian of student health records. Assignments may be at both on- and off-campus locations, days and/or evenings. Within the scope of this position new components may be added or deleted based on District or community needs.

ESSENTIAL DUTIES:
1. Plans, develops, implements, directs, and evaluates Student Health and Wellness Center operations, programs, activities, and services. Develops and implements organizational structures, writes and reviews protocol, policy, and procedures for all health center programs and services to optimize efficient and effective delivery of services and facilitate attainment of established program goals and objectives.

2. Performs the duties of a Registered Nurse Practitioner including physical exams and other clinical care as needed. Provides emergency first aid and crisis counseling to students, employees, and district visitors; refers to appropriate external healthcare providers as necessary. Consults with laboratory, pharmaceutical, medical supply, and medical services representatives as needed.

3. Serves as the District’s Public Health Officer. Assists in the development of communicable disease response, disaster preparedness, risk management and earthquake preparedness plans to promote health and safety for the campus community. Develops and negotiates partnerships with community-based health services and agencies for the purposes of offering effective referrals and coordinating health services.

4. Prepares and administers the Student Health and Wellness Center annual budget. Strategically allocates resources to support Center needs. Prepares recommendations and justifications regarding budget requests, analyzes and reviews budgetary and financial data,
and controls and authorizes expenditures in accordance with District policies and applicable regulations. Seeks additional funding sources and participates in grant development; administers grants as necessary.

5. Interviews, selects, trains, directs, supervises, and evaluates the performance of assigned professional, technical, and support staff (i.e. physicians, counselors, registered nurses, nurse practitioners, health services assistants, classified staff, and other professionals working on a contract basis) in accordance with established standards and procedures. Ensures compliance with AB 1725, Educate Code, Title V, labor agreements, college policies and accreditation rules and regulations. Promotes, encourages and provides opportunities for staff development and participation in community outreach activities. Recommends revisions to employee job descriptions and assignments.

6. Develops and maintains a Department Program Review that includes accomplishments and goals as well as staffing and other resource requirements that support budget augmentation and staffing requests. Ensures compliance with District policies as well as State and Federal laws related to healthcare and/or assigned programs. Prepares an annual self-evaluation.

7. Develops departmental Administrative Unit Outcomes (AUOs) on an annual basis that provides measurable goals to be achieved by staff in the interest of improving center efficiency and overall District effectiveness.

8. Maintains a secure system of accurate and confidential health records. Establishes and maintains computerized records and office management standard operating procedures and protocols consistent with the California Nursing Practice Act. Ensures compliance with District, State, and Federal health regulations regarding laboratory procedures, clinical practice, privacy and confidentiality of protected health information.

9. Compiles and analyzes data related to program participation and evaluation. Prepares and submits a variety of statistical and narrative reports, coordinates and responds to periodic inspections and audits, and serves as the custodian of student health records.

10. Manages the student health insurance program and educates campus about state health insurance programs (i.e. Medi-Cal, Healthy Families, Family PACT, etc.). Communicates program activities and services to other District departments, State and Federal agencies, educational institutions, social service organizations, counselors, and related community agencies to coordinate programs, services, operations, and activities.

11. Monitors and analyzes trends in on-campus healthcare needs. Maintains current knowledge of the regulations, policies and application requirements and eligibility criteria for healthcare programs, including computer hardware and software enhancements.

12. Provides leadership in district community health education efforts. Makes oral presentations to various groups regarding college health issues and conducts workshops to provide specialized information regarding healthcare and related student health and wellness program services.

13. Works with Human Resources in the coordination of District related healthcare systems, written policies, and procedures to prevent or minimize loss from student or employee casualties, including facilitation of healthcare related safety trainings (i.e. Bloodborne Pathogens Awareness, Automated External Defibrillator (AED) training, Health Emergencies
Overview, HIV/AIDS Awareness, etc.). Coordinates AED availability and assists with procedure for maintaining AED’s on campus.

14. Promotes and markets the programs and services of the Center. Works with the Public Information Office to develop and direct the distribution of brochures, flyers, and other materials to publicize healthcare opportunities for students.

15. Maintains an adequate inventory of necessary supplies, equipment, and medications; assures their security and proper use and/or disposal. Establishes and maintains center safety practices ensuring compliance with District Safety Program.

16. Serves on relevant campus-wide committees, including Management Advisory Council, task forces, and other work groups (i.e. Safety Committee, Pandemic Flu Planning, Point of Dispensing Bioterrorism Preparedness, etc.) working on health and safety issues of students and employees. Provides technical expertise concerning healthcare.

17. Serves on the campus Behavioral Intervention Team (BIT). Provides crisis intervention with counseling and referrals for students and employees to E.A.P and community mental health resources. Serves as the campus coordinator of substance abuse prevention programs.

18. Participates in appropriate professional organizations that promote the mission of the Student Health and Wellness Center.

19. Establishes and implements policies and procedures in conformance with Board Policy and all applicable laws, codes and regulations. Recommends revisions as necessary to ensure compliance.

20. Serves as Night Administrator on a rotational basis per established procedures.

21. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:
Three (3) years of full-time equivalent experience as a supervising registered nurse or manager of a healthcare facility, including at least two (2) years of full-time equivalent experience supervising registered nurses and other staff. Experience working in a college or university health service position that includes budget administration, direct supervision, and program planning is desirable.

AND

Education:
• Master’s degree in Nursing AND a California Public Health Nurse certificate;

OR

• Bachelor’s degree in nursing, a California Public Health Nurse certificate, AND a Master’s degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.
AND

**Licenses/Certifications** (All licenses/certifications must be maintained throughout course of employment):

- Valid, current Registered Nurse license issued by the California State Board of Registered Nursing;
- Valid certification as a California Nurse Practitioner;
- Valid certification in Public Health Nursing issued by the California State Board of Registered Nursing;
- Valid national certification as a nurse practitioner;
- Possession of a Nurse Practitioner Furnishing number;
- Eligible for a DEA and NPI number;
- Valid CPR, First Aid, and AED certification issued by the American Red Cross, American Heart Association, or other recognized professional organization; and
- Valid California driver’s license.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

- Knowledge of the mission of California Community Colleges;
- Knowledge of current principles, practices, methods and procedures of professional nursing.
- Knowledge of District, State and federal laws and regulations related to student healthcare at a community college, collective bargaining agreements and Board policies.
- Knowledge of clinical records maintenance, including the ability to maintain confidential information and materials.
- Current public health concerns and healthcare issues including, but not limited to, nutrition, stress management, reproductive health, mental health, substance abuse and recovery, and communicable diseases.
- Principles and techniques of supervision, training, and budget practices.
- Demonstrated knowledge of the methods, tools, materials, equipment and supplies used in the healthcare industry.
- Ability to communicate effectively and persuasively orally, in writing, and using technology.
- Demonstrated knowledge of research methods, report writing techniques, and negotiation skills, including the ability to collect, compile and analyze data.
- Ability to understand California community college student services functions and to help facilitate student health and wellness.
- Ability to learn district organization, operations, and objectives quickly.
- Ability to plan, develop, organize, coordinate, implement, direct and evaluate a comprehensive health care services program at a community college student health center, including planning, prioritizing, scheduling, organizing and assigning work and preparing and administering budgets.
- Ability to provide emergency and crisis care intervention to students, employees and visitors and administer treatment as needed.
• Demonstrated successful experience working efficiently and effectively with students, employees, community agencies, and with other institutions of higher education to advocate for the health of the community.
• Demonstrated successful experience training, supervising and evaluating the performance of assigned personnel.
• Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
• Ability to interpret and apply complex and technical state and federal laws and regulations related to student healthcare.
• Demonstrated successful experience meeting schedules and timelines.
• Ability to operate a variety of medical, office, and computer equipment, including peripherals and applications software such as database management, spreadsheet, word processing, and software related to area of assignment.
• Demonstrated ability to work effectively in a participatory manner with all segment of the college community and community at large;
• Proficiency in applying technological applications to daily work;
• Ability to lead, implement and manage change;
• Ability to interpret and uniformly implement district policies and procedures and the college bargaining agreements;
• A commitment and sensitively to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College’s instructional program;
• A commitment to universal access for all populations.
• A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative;

PERSONAL AND PROFESSIONAL COMPETENCIES:

Every administrator with the College is expected to be:

• A creative, innovative, energetic instructional leader; a technologically sophisticated professional who is skilled in various technology applications;
• A leader who possesses interpersonal skills and qualities, including a can-do optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, and an entrepreneurial nature;
• An experienced academic committed to continued improvement; a visible, accessible and collaborative educator who encourages and acknowledges the contributions of others, who is willing to be a risk taker and create an environment that is open to new ideas;
• A supporter of consistent and on-going professional development initiatives, in pursuit of the college’s strategic goals;
• A fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility;
• A leader knowledgeable of management theories and practices, learning theories and practices, and community college finance;
• A capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development; and
• A skilled leader adept in planning for the emerging needs of the District and successful in resource generation and partnership development.
PHYSICAL DEMANDS:

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; exposure to Bloodborne pathogens, biohazards, chemicals; occasional contact with dissatisfied individuals; and travel from site-to-site.

SALARY:

This educational administrator position is twelve (12) months per year and will be on a negotiable individual contract and exempt from overtime and compensatory time accumulation.