



TITLE: Director, Student Health Services

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 26

SCOPE OF POSITION:

Under the direction of the Senior Dean of Students, plan, organize, and direct Student Health Services programs, operations and activities addressing the physical, social and mental health needs of students and the college community; including the screening, assessment, diagnosis and treatment of health conditions, prevention programming, health education, and health and safety risk management; coordinate and direct communications, services, resources and information to meet student health needs and ensure smooth and efficient Department activities; supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, organize, and direct Student Health Services operations and activities; ensure that related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures; implement and evaluate Program Review processes and student learning outcome assessments; develop, implement and evaluate standardized procedures and clinical protocols.
2. Coordinate and direct communications, services, resources and information; direct the development and implementation of student health programs, services, projects, strategies, policies, procedures, goals and objectives to meet current and future student health needs.
3. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; ensure that required licensures and certifications are current for healthcare provider positions; develop department orientation and training sessions; collaborate with Student Health Services staff to enhance integration of services, provide professional development activities and evaluate the quality and effectiveness of health programs and services.
4. Plan, organize, promote and direct health education functions and activities to enhance health awareness; develop and infuse health related issues into courses and classroom management practices; oversee the development of health promotion outreach activities; assist in curriculum revisions or new courses for health education.
5. Monitor and evaluate health services for financial effectiveness, operational efficiency and capacity to meet student health needs; direct the research, development and implementation of health services, systems, standards, programs, policies and procedures.
6. Coordinate health services and related communications and information between District faculty, staff, students, hospitals, public health agencies, law enforcement organizations and other external agencies; ensure proper and timely resolution of health service issues.
7. Serve as liaison and advocate for the District with County, State and Federal agencies to expand health-related services and benefits; advocate for increased access; develop current referral systems, and negotiate Memorandum of Understanding (MOUs), contracts and community partnerships; collaborate with other agencies to obtain grant funding to address identified student health support needs.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Oversee the provision of licensed healthcare provider services; coordinate and provide the screening, examination, diagnosis and treatment of medical conditions, illnesses and injuries in individuals; ensure proper and accurate identification of and response to medical and psychological emergencies.
9. Direct and participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to health services, students, projects, programs, staff, financial activity and assigned duties; ensure that mandated reports are submitted to appropriate governmental agencies according to established time lines.
10. Develop and prepare the budgets for Student Health Services; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; monitor budgets based on available revenue from multiple sources; research and identify additional external revenue resources appropriate for the department.
11. Assess and support health and safety risk management issues for the District; oversee the crisis intervention resource team and serve as a member of the threat assessment team; review and analyze all District Incident Reports and recommend actions.
12. Provide technical information and assistance to the Senior Dean of Students concerning health services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
13. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; design, implement and oversee research activities.
14. Communicate with other faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
15. Supervise the development, maintenance and security of the department's electronic health records, including database management and compliance with the release of protected information for subpoenas

KNOWLEDGE OF:

1. Principles, terminology, practices, procedures and techniques related to the screening, assessment, diagnosis and treatment of physical and mental health conditions, public health programming, and health education.
2. College, State and Federal standards and requirements governing health services.
3. Applicable laws, codes, regulations, policies and procedures.
4. Preventative measures and assessment methods related to health care activities.
5. Public health agencies and local health care resources.
6. Applicable laws, codes, regulations, policies and procedures.
7. Policies and objectives of assigned programs and activities.
8. Principles and practices of administration, supervision and training.
9. Budget preparation and control.
10. Oral and written communication skills.
11. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Effectively train, supervise and evaluate the performance of assigned personnel in a healthcare environment.

ABILITY TO – Continued

2. Evaluate and treat student health conditions as a licensed provider.
3. Direct health education functions and activities to enhance student health and awareness.
4. Ensure adequate resources, services and staff to meet student health needs.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain laws, codes, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Direct the maintenance of a variety of reports, records and files related to assigned activities.
14. Demonstrate sensitivity to, and respect for, a diverse population.
15. Apply research methods.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

- (1) a master's degree in nursing and a California Public Health Nurse certificate; or
- (2) a 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.
- (3) and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

Increasingly responsible experience as a licensed healthcare provider and administrator.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Registered Nurse; Public Health Nurse Certification; and Valid CPR Certificate issued by an authorized agency.
- Valid Nurse Practitioner License preferred.

WORKING CONDITIONS:

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases.