

**DIRECTOR, HEALTH SERVICES**

| **Reports to:** | Dean, Student Life & Judicial Affairs | **Position:** | Classified Administrator |
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| **Dept:** | Admissions & Student Support | **Range:** | 14 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general direction, plan, organize and direct district-wide Health Services programs, including medical and nursing services and health education and promotion at all district campuses; develop and monitor programs and budgets; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, organize, and direct the activities of the Health Services program.
2. Develop and implement goals and objectives, identify resource needs, recommend and implement policies and procedures.
3. Develop, coordinate, and review plans, processes, and systems.
4. Train, direct, and evaluate staff; participate and make recommendations in the selection of new staff; implement discipline and grievance procedures.
5. Prepare budgets, monitor status of program funds and account for proper expenditures.
6. On an as-required basis, provide advanced, lead-level professional nursing care to sick and injured students and staff; make independent nursing assessments regarding illnesses and emergency situations; administer first aid and provide initial emergency care.
7. Maintain a system of student medical records for the district and oversee confidentiality of medical information to ensure compliance with appropriate federal, state, and local laws and regulations.
8. Provide confidential personal health counseling as appropriate; refer students to physicians, clinics, agencies and other health care providers; report suspected abuse, molestation and neglect to proper law enforcement agencies in accordance with legal requirements.
9. Conduct research, compile statistics, and prepare required reports and documents.
10. Oversee student accident, liability and insurance claim reporting.

### OTHER DUTIES:

1. Supervise participation with outside agencies that provide on-campus services to students; initiate and maintain positive relationships with community referral resources for students to access clinic and mental health services.
2. Administer and maintain the district’s tuberculosis testing and immunization programs.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Public health education and promotion practices.
2. Professional nursing standards and practices.
3. Emergency health care and medical assessment techniques.
4. Community health resources.
5. Prevention and wellness.
6. Health promotion program planning and the theoretical rationale for its approach.
7. Educational theory/curriculum development and classroom teaching techniques.
8. Health issues and practices pertinent to the college population and methods of intervention.
9. Behavioral and social psychology principles and how they apply to nursing practice.
10. District organization, operations, policies and objectives.
11. Principles and practices of supervision and training.
12. Modern office practices, procedures and equipment.
13. Correct English usage, grammar, spelling, punctuation and vocabulary.
14. Applicable sections of the state education code and other applicable laws.
15. Budget preparation and control.
16. Program evaluation.
17. Applicable federal, state and local laws, rules and regulations.
18. Principles and practices of sound business communication.
19. Principles and practices of public administration, including budgeting, purchasing and main­taining public records.
20. Research methods and analysis techniques.
21. Principles and practices of effective management and supervision.
22. District human resources policies and labor contract provisions.
23. Safety policies and safe work practices applicable to the work.

### ABILITY TO:

1. Learn, interpret and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
2. Plan, organize and implement programs and activities in health services areas.
3. Operate a variety of medical screening devices.
4. Coordinate, develop and implement health education and health promotion student activities.
5. Perform professional nursing and emergency duties.
6. Triage patients in the clinic and emergency situations.
7. Maintain medical records; ensure confidentiality of medical and counseling records.
8. Provide accurate medical and referral information to students regarding healthful lifestyle and medical conditions.
9. Develop and monitor a budget.
10. Train and provide work direction to others.
11. Prepare and deliver oral presentations.
12. Meet schedules and timelines.
13. Plan and develop workshop curriculum.
14. Assess needs, establish program priorities and develop program goals.
15. Work both independently with little direction and as a member of a team.
16. Plan, organize, manage, assign, delegate, review and evaluate the work of staff engaged in health services programs.
17. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
18. Organize, set priorities and exercise expert, independent judgment within areas of responsi­bility.
19. Develop and implement appropriate procedures and controls.
20. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
21. Communicate effectively, both orally and in writing.
22. Represent the district effectively in dealings with external medical and health organizations, including those to which students are referred.
23. Present proposals and recommendations clearly, logically and persuasively.
24. Operate a computer and standard business software.
25. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
26. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
27. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:

### A current valid California license as a registered nurse

1. Five years of related work experience, including supervisor experience
2. A California Public Health Nurse certificate, which can be obtained within 30 days of employment;
3. Either of the following:
   1. A master’s degree in nursing; or
   2. A bachelor’s degree in nursing and a master’s degree in health education, sociology, psychology, counseling, health care administration, public health or community health.

Note: For work experience, one “year” is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.

### OTHER LICENSES AND REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

CPR/AED card for healthcare providers; course must meet American Heart Association or American Red Cross guidelines.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Health Services Assistants, Community Health Nurses, hourly nurses, Nurse Practitioners, Physicians, Mental Health Counselors, Associate Mental Health Counselors, Associate Mental Health Counseling Interns, and student workers.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, external medical and health-related organizations, vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional lifting and carrying of objects weighing up to 50 pounds and to lift patients as neces­sary; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily medical office environment; frequent exposure to hazardous materials such as blood-borne pathogens, bacteria, viruses, solvents and other toxic chemicals and substances that require the use of personal protection equipment including gloves or clothing; subject to frequent public contact and interruption; may be required to work at any district location during day and/or evening hours including occasional weekends on an as-needed basis. Occasional local travel may be requested.