

**SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

**COORDINATOR OF STUDENT HEALTH AND WELLNESS SERVICES/ COLLEGE NURSE
(FULL-TIME NON-INSTRUCTIONAL FACULTY)**

General Responsibilities

Under administrative leadership, the Coordinator of Student Health & Wellness Services / College Nurse provides services within the Student Health & Wellness office that are targeted to address and problem-solve health matters affecting students in their academic, career, and personal goals. The Coordinator / College Nurse provides coordination and direction for the Student Health & Wellness Services office; is involved with and, at times, chairs committees; directs, supervises and assists with evaluation of assigned (non-faculty) staff; and provides direct services as described in Board Administrative Procedure # 5200. The Coordinator / College Nurse also serves as the main college resource on issues of general health and communicable disease management, safety, and disaster preparedness, and may provide group, classroom and community health programs in health promotion and illness prevention. The Coordinator / College Nurse participates in forums, serves on committees, and acts as the college representative in the local health community, who, in turn, acts as a referral resource from that community. The Coordinator / College Nurse assists in furthering the educational growth of students and supports advancement of the vision, mission, and values of the community college district.

Specific Responsibilities

Examples of duties include, but are not limited to, the following:

- Directs and oversees the clinical practice of the Health & Wellness Office according to District policies and procedures, applicable County, State and Federal regulations, licenses and standards; provides for the quality of care provided in the Student Health and Wellness Services Office.
- Adheres to the appropriate Scope of Practice for Registered Nurses as defined by the California Board of Registered Nursing, maintains licensure and continuing education.
- Serves as liaison with the community, health care professionals and local agencies in offering services, making effective referrals, and coordinating health care resources.
- Serves as a resource for the college community / campus departments on issues of health promotion, disease prevention, safety and health advocacy; provides presentations to college employees as appropriate.
- Trains, supervises and assists with the evaluation of assigned classified employees.
- Orients and supervises independent (contracted) health care professionals.
- Maintains a secure, accessible system of confidential medical records in accordance with applicable standards of practice and State and Federal laws.
- Provides clinical nursing care in the Health & Wellness Services office, including preventative care, health education, and assessment and initial treatment of common acute illness and injuries.
- Assists contracted healthcare providers (physician, etc.) with the delivery of direct services.

- Initiates and updates, as necessary, appropriate contractual agreements to facilitate the operation of the Health & Wellness Services office.
- Ensures that required up-to-date licensure and / or certifications for professional staff and services are on file.
- Conducts periodic needs assessments and participates with members of the college community in planning programs for Student Health & Wellness Services that respond to identified needs; designs and implements new programs, and monitors existing programs for applicability, safety and effectiveness.
- Oversees and assists with student / Athletic accident reporting and insurance claims processing.
- Ensures an appropriate inventory of medical supplies, equipment, and medications are maintained; provides for appropriate procurement, storage, security and maintenance of inventory.
- Establishes, reviews, and appropriately revises administrative, clinical and operational policies, procedures and protocols for the Student Health & Wellness office.
- Assists in preparation and management of the budget for Student Health & Wellness Services consistent with District goals, policies and department mission.
- Serves on the District's Behavioral Intervention Resource Team (BIRT).
- Chairs and/or serves on committees working on health and safety issues for the college community; serves on other committees as appropriate.
- Coordinates communication of inter-office and campus-wide health information
- Performs related duties as assigned.

Additional Responsibilities

- Sets and maintains regularly scheduled hours of operation and attends meetings as required.
- Keeps official records required by District policy and administrative procedures and submits them in accordance with college procedures.
- Abides by departmental regulations concerning the proper use, care and security of college equipment and District property.
- Advises administration of unsafe conditions or potential hazards and recommend solutions.
- Participates in advisory committee meetings as required.
- Consults with management on personnel needs; assists with position announcements, recruitment and screening/interviewing committees.
- Participates in the evaluation of regular faculty and adjunct faculty as assigned; participates in tenure review and/or mentoring processes as assigned.
- Assists with program review efforts.

Education/Experience

Required Education from a U.S. Department of Education recognized accredited organization and Licensure Qualifications:

Education:

Either of the following:

- a Master's degree in nursing and a California Public Health Nurse Certificate;
OR
- 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.

Experience:

- Increasingly responsible experience related to administration of health services (typically 3 to 5 years).
- Demonstrated progressively responsible and successful experience in health education and health promotion activities.
- Demonstrated recent successful experience as a health care professional.
- Successful experience supporting students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.

Ability to:

- Communicate effectively orally, in writing, and through the electronic medium.
- Work cooperatively with administrators, faculty, staff, and the community, including physicians and available referral sources.
- Work effectively with high-risk, under prepared and special needs students.
- Work with designated computer programs and systems; oversee records management and accountability.
- Participate in institutional research activities and grants as needed.
- Understand and work within the mission and philosophy of the California Community College system.

Commitment to:

- Participate in required professional development activities.
- Develop professional skills and maintain up-to-date subject matter knowledge.
- Attend/participate in professional conferences, seminars or meetings.
- Prepare and present staff development programs as needed.

Knowledge of:

- Current standards of college health service practices, applicable County, State and Federal regulations, and available resources in the field.

- Safety issues related to student health services, equipment and facilities.
- Strategies and methods which enhance student success in the community college setting.

Discipline-specific Requirements/Licensure

- Current California licensure as a registered nurse.
- Valid California driver's license.
- Current CPR certification.
- Malpractice insurance.
- Clinical experience preferably in an outpatient / college setting
- Demonstrated effective crisis intervention skills.

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