



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Director of Student Health and Wellness/College Nurse		
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	40		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Vice President of Administrative Services or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Student Health and Wellness/College Nurse provides services within the Student Health and Wellness office that are targeted to address and problem-solve health matters affecting students in their academic, career and personal goals. The Director/College Nurse provides supervision and direction for the Student Health and Wellness office. Employees in this classification receive minimal supervision within a framework of standard policies and procedures. Employees in this classification train, coordinate, supervise, and formally evaluate the work of assigned employees. This job class exercises responsibility for the planning, assigning, and supervising of the work of Student Health and Wellness personnel. This job class functions at a full supervisory level of classification, is overtime exempt, and requires effective organization, problem-solving, and decision-making skills.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

- Plans, organizes and directs the clinical practice of the Health & Wellness Office
- Ensures ongoing compliance with District policies and procedures, applicable county, state, and federal regulations, licenses, and standards.
- Ensures a high quality of care is provided to all students equitably 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 a 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 and campus departments on issues of health promotion, disease prevention, and safety and health advocacy; creates and delivers presentations to college employees and students as appropriate.

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- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides appropriate training for department personnel.
- 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 and 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.
- Develops, coordinates, and administers Student Health & Wellness Services budgets; monitors and controls expenditures consistent with District goals, policies, and the department's 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 interoffice and campus-wide health information.
- Sets and maintains regularly scheduled hours of operation and attends meetings as required.
- Plans, develops, analyzes, critiques, and evaluates computerized applications and record keeping systems to maintain official records as required by District policy and administrative procedures and submit them in accordance with college procedures.

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- Complies with departmental regulations concerning the proper use, care, and security of college equipment and District property.
- Advises administration of unsafe conditions or potential hazards and recommends solutions.
- 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.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS*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.
- Principles and practices of administration, leadership, and supervision, including planning, organizing, assigning and reviewing work, performance appraisals, discipline, and employee selection and development.
- Strong verbal and written communication skills.
- Strong analytical, interpersonal, and organizational skills.
- Computer applications including Microsoft Office and other health industry related software.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Ability to:

- Direct and administer a community college Student Health and Wellness office.
- 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.
- Effectively plan, organize and schedule work assignments.
- Hire, evaluate, and supervise the work of project personnel.

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- Learn, interpret, and successfully apply district policies, procedures, rules, and regulations.
- Organize, prioritize, and accomplish assigned work within established time frames.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Communicate effectively orally and in writing.
- Exercise tact, diplomacy, and good judgement in all stakeholder interactions.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.
- Work independently with little or no supervision.

QUALIFICATIONS*Education Required:*

- 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.
- Current California Licensure as a registered nurse.
- Current CPR certification.

Experience Required:

- At least three years of increasingly responsible experience related to administration of health services
- Demonstrated progressively responsible and successful experience in health education and health promotion activities
- Demonstrated recent successful experience as a health care professional preferably in an outpatient/college setting
- Demonstrated effective crisis intervention skills

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APPROVALS

Date Created/Revised:	2/4/2019
Cabinet Reviewed:	2/16/2019
Board Approved:	3/13/2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)