

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Student Health Services	Management Team Educational Administrator	Range: 14.0 Days: 224

JOB DESCRIPTION:

Under general direction, has responsibility for the supervision and administration of health services and programs for students in the District; in addition, directs limited services for personnel in the District.

SCOPE:

The Director, Student Health Services is responsible for the independent supervision and administration of all aspects of the Student Health Services operation, representing the District and students interests on health-related matters, including interpretation and implementation of policies and procedures, selection and evaluation of faculty and classified staff, and program budget development and monitoring.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Plan, coordinate, supervise and evaluate all aspects of District Student Health Services including, but not limited to: supervise and evaluate the provision of (or provide as necessary) all aspects of Student Health Services, including, but not limited to: assessment of and treatment for medical illness or injury, referral to and follow up with College Physicians, community health care providers and/or human service agencies; personal and/or mental health counseling; health screening; health teaching and health education presentations; health promotion activities; communicable disease prevention and assists in the District wide coordination of emergency response and crisis intervention.
2. Implement District Policy, Board of Trustees' directives, Title V, Title XXII, and other Chancellor's office or state wide regulatory and/or statutory mandates relative to the area of responsibility.
3. Formulate and recommend District policy for health-related services and programs relative to the area of responsibility.
4. Ensure provision of health-related services for the District that reflect current professional standards for health care service delivery and health education.
5. Develop and maintain standardized procedures and protocols for all department functions, including, but not limited to: office procedures, clinical and psychological services, records management.
6. Coordinate the hiring, orientation, supervision, training and evaluation of a multi-disciplinary staff, including, but not limited to: nurses, nurse practitioners, physicians, mental health professionals, clerical staff and student employees.
7. Oversee the implementation of District contract provisions for classified personnel and contract consultants.

DIRECTOR, STUDENT HEALTH SERVICES

8. Develop and maintain systems that ensure confidentiality of service to and medical records of students and District employees receiving service in Student Health Services.
9. Develop budgetary priorities consistent with District strategic planning and department's short and long term goals including services, staffing, equipment, supplies and contracts.
10. Seek external funding to meet special District health related needs as necessary.
11. Coordinate and facilitate student access to benefits from the District student accident insurance plan.
12. Initiate and/or participate in planning to ensure a safe and healthful environment for District students, employees and visitors.
13. Provide liaison with local public health officials for the prevention and control of communicable disease, and assure compliance with mandated reporting requirements.
14. Provide consultation as needed to District instructional areas and service departments regarding health and safety issues, including the prevention and control of communicable disease.
15. Participate with Coordinator/Environmental Health & Safety and Chief, District Police to formulate and communicate District procedures for the appropriate response(s) in urgent situations of all kinds. Participate in the training of key District employees to respond in urgent situations.
16. Develop and direct District first aid systems, supplies and response procedures.
17. Supervise the maintenance, analysis and reporting of District "Incident Reports".
18. Chair and/or serve on District committees related to area of responsibility.
19. Consult with both District departments, faculty and staff to address concerns related to health status of individual students; develop appropriate responses to health-related issues and concerns.
20. Provide consultation and support to District instructional and service departments which serve students with special needs, i.e., ESL, EOPS, Vocational Studies DSPS, International Students.
21. Establish and maintain professional relationships and service agreements with private and public health care providers and other community resources and agencies, develop effective referral procedures.
22. Conduct periodic program review and needs assessment with District departments, employees and students to identify unmet needs and program priorities.
23. Direct and coordinate department staff in establishing short and long-term goals.
24. Ensure dissemination of information regarding available services to District students and staff.
25. Administer Health Fee fund, monitor health fee income, initiate surplus fund use. Assure use of funds comply with Education Code, and Title V regulations.
26. Work with the Health Services Advisory Committee towards reviewing fiscal status of department and Health Fee status, and developing recommendations for program.

DIRECTOR, STUDENT HEALTH SERVICES

27. Performs other duties as assigned by the Vice President of Student Services.

KNOWLEDGE OF:

1. State mandates, District policy, professional standards and Federal and State laws relative to area of responsibility.
2. Healthcare administration techniques and effective management practices.
3. Systems for fiscal accountability.
4. Effective and appropriate provision of clinical, health-related safety and emergency interventions.
5. Interrelationships between community resources and student success.
6. Effective methods of health education and promotion.
7. Legal parameters of a California Nurse Practitioner practice.
8. Systems for clinical quality assurance.

ABILITY TO:

1. Plan and organize large, complex tasks; supervise the work of assigned staff.
2. Provide and supervise basic health care services including health education and promotion.
3. Provide for fiscal accountability.
4. Implement and provide effective and appropriate clinical, related health-safety and emergency interventions.
5. Provide liaison with college departments and community resources and other colleges.
6. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
7. Communicate clearly, both orally and in writing.
8. Assure compliance with all applicable laws, state mandates, District policy and professional standards pertaining to area of responsibility.
9. Implement effective quality assurance interventions for services provided.
10. Demonstrate sensitivity to, and respect for, a diverse population.

DIRECTOR, STUDENT HEALTH SERVICES

QUALIFICATIONS:

Education:

Master's degree in nursing or Bachelor's degree in nursing and a Master's degree in health education, health science, sociology, psychology, counseling, health care, nursing administration, public or community health, education or public administration or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

Possession of a valid California Registered Nurse License.

California Public Health Nursing Certificate (PHN).

SUPERVISION RECEIVED:

The Director, Student Health Services reports to the Vice President of Student Services.

SUPERVISION EXERCISED:

Under the general direction of the Vice President of Student Services, provides direct management of all department activities including quality assurance; supervision of District and student employees and professional consultants; and serves as consultant to the District in health-related matters.

Board Approved: July 16, 2008