

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
AUGUST 2021

**DIRECTOR OF STUDENT HEALTH CENTER
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

POSITION OVERVIEW

Reports to a designated administrator with the overall responsibility for the supervision and administration of the health center, including all assigned personnel and participants; performs other duties and responsibilities as assigned.

REPRESENTATIVE DUTIES

- 1) Design, implement, coordinate, and direct activities related to health center.
- 2) Work collaboratively and assist clerical support staff, physician(s), and other registered nurses to assess, plan, intervene, and evaluate patients, refer students to community health providers as indicated, provide first aid to students and/or staff members appropriate to the health center.
- 3) Evaluate mental and physical health needs of students and make appropriate referrals for disposition. Assist in crisis intervention and health education.
- 4) Refer students to appropriate campus and community resources.
- 5) Provide follow up on medical treatment of students.
- 6) Administer immunizations.
- 7) Administer emergency first aid to students and college staff.
- 8) Follow protocol for communicable disease control.
- 9) Critically assess severity of illnesses, injuries, and emergencies and adopt efficient and effective course of action while maintaining control.
- 10) Document accurate required health information in Electronic Medical Records of students, faculty and staff.
- 11) Refer patients to appropriate health care providers for management of acute and chronic health complaints beyond the scope of the health center.
- 12) Exercise good judgment and maintain confidentiality in maintaining critical and private health information, records, and reports.
- 13) Monitor and maintain appropriate levels of medical supplies and medications.
- 14) Clarify and understand oral and written directions for ongoing patient services in Electronic Medical Record.
- 15) Work independently within the scope of Nurse Practice Act and with minimal clinical supervision. Assist in formulation/revision of written procedures, standing orders, and protocol for student health services.
- 16) Comply with mandatory reporting requirements as defined by licensure, epidemiology, health, and safety.
- 17) Perform additional related health services work as required and assigned.
- 18) Supervise and lead staff toward common district, campus, and health center goals with emphasis on meeting student's health needs.
- 19) Conduct educational workshops and events relative to student health and wellness.
- 20) Collaborate with staff psychologists to develop and further goals of the health center and create and promote special events/workshops.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
AUGUST 2021

**DIRECTOR OF STUDENT HEALTH CENTER
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)**

- 21) Create and direct the production of health center literature and publicity, i.e. social media, newsletters, bulletin boards, brochures, web presence, etc.
- 22) Develop and promote the health center throughout the campus community.
- 23) Implement campus policies and procedures as well as state health codes and policies.
- 24) Lead and participate in department, campus, and community committees and activities as appropriate.
- 25) Orient new RN's and student health staff. Alert area manager of possible areas of concern requiring intervention.
- 26) Assist in recruiting and selecting staff in all areas under direct supervision.
- 27) Provide in-service training. Supervise and evaluate staff, program functions, and activities.
- 28) Responsible for the timely and accurate review and preparation of budget documents, including monthly expenditure reports and such documents and summaries as required by the funding source.
- 29) Analyze data for presentation in various formats.
- 30) Responsible for all departmental reporting, including program accountability reports and for seeking additional and alternative funding for programs and activities.
- 31) Responsible for the development and implementation of project goals, objectives, and activities associated with program operations, including but not limited to: planning seminars, training activities, workshops, orientations, public relations and recognition events, as well as for the documentation and evaluation of project activities and outcomes.
- 32) Successfully implement and institutionalize health care project activities.
- 33) Responsible for establishing collaborative partnerships with community-based and other local organizations, public and private groups, state and national entities and affiliates to further project goals and objectives and meet critical student needs.
- 34) Provide substantial leadership, collaboration, and support to committees, programs, and departments.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

- 1) Effective and efficient use of an Electronic Record Management (EMR) system.
- 2) Rules, regulations, and policies relating to the operation and administration of a community college district, as well as state and federal rules, regulations, and policies (i.e. HIPAA, FERPA, ADA/ADAA).
- 3) Principles of supervision and management, record keeping, accountability, and thorough program documentation; research design and methods.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
AUGUST 2021

**DIRECTOR OF STUDENT HEALTH CENTER
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)**

Ability to:

- 1) Utilize multiple technology platforms.
- 2) Plan and implement programs.
- 3) Develop and manage budgets.
- 4) Write clear and concise complex documents; compile reports.
- 5) Work cooperatively with other employees and the public.
- 6) Establish positive and effective interdisciplinary relationships.
- 7) Communicate effectively in writing and speech.
- 8) Comprehend and interpret financial statements.
- 9) Analyze situations and make appropriate decisions.
- 10) Supervise the work of others.

MINIMUM QUALIFICATIONS

Education and Experience

Overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following:

- 1) Possess from an accredited institution a master's degree in nursing and a California Public Health Nurse certificate; OR
- 2) Possess from an accredited institution a bachelor's 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.

Minimum of three (3) years of experience highlighting administration responsibilities for a health center or other related agency. Experience involving work with community groups and governmental entities, documentation of program activities, and budget administration.

Desirable Qualifications

Current certificate as a California Nurse Practitioner in one or more of the following areas: Direct experience in a community college or university health center, or related area of health care practice and administration.

Board Approved: September 13, 2021