

**DIRECTOR, HEALTH SERVICES - MJC****DEFINITION**

Director of Health Services provides planning, organization, leadership, and direction for the delivery of health services to students on the east and west campus. This is an Educational Administrator position considered exempt for overtime purposes.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Vice President of Student Services.

Provides direct supervision to assigned professional, technical support as well as other administrative support staff, as assigned

**EXAMPLES OF DUTIES**

- Plan, organize, coordinate and evaluate the services and activities of the MJC Student Health services; organizes the Health Services Advisory Committee to develop health services procedures and priorities.
- Selects, orients, supervises and evaluates staff (including Staff Registered Nurses, Nurse Practitioners, Health Services Assistants and other personnel used in the Health Services Office).
- Performs duties of a Staff Registered Nurse.
- Maintains a secure system of accurate and confidential health records in accordance with state laws and regulations.
- Maintains an inventory of necessary supplies, equipment and medications, and assures their security and proper use.
- Develops standard procedures and protocols consistent with the California Nursing Practice Act and the Center for Disease Control.
- Conducts periodic needs assessment and plans health service programs to respond to identified needs.
- Participates in campus-wide committees working on health and safety issues of students and employees. Serves as the college's coordinator of substance abuse prevention programs and assures health education efforts. Makes presentations to campus groups on college health issues.
- Serves as liaison to community-based health services and agencies for the purpose of offering elective referrals and coordinating health services. Participates in appropriate professional organizations which promote the mission of the Student Health Services.
- Plans, monitors and administers department budget consistent with District and department goals and according to District guidelines.
- Oversees the administration of the District student accident insurance plan.
- Supervises the provision of emergency medical response on campus.
- Assists in maintaining a safe and healthful college environment by identifying hazards and recommending safety improvements.
- Serves as a member of the Student Services Council.

- Performs other duties and assumes other responsibilities as assigned by the Vice President of Student Services.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

### **MINIMUM QUALIFICATIONS**

#### **Desirable Characteristics:**

- Recent successful experience in health care profession in an educational setting, preferably in higher education.
- Experience in the supervision of registered nurses, other health care providers, and coordination of physician activities.
- Successful experience in health education and health promotion activities.
- Successful experience with computer applications related to health care provisions.
- Successful experience in health insurance claims process.
- Ability to use available technologies as a teaching and/or student service tool.
- Demonstrated effectiveness in organizing and coordinating projects and programs within an institution of higher education.
- Demonstrated ability to work effectively with diverse constituencies within a shared governance environment.
- Knowledge of and commitment to the mission of the California Community Colleges.

#### **Desirable Qualifications:**

- Knowledge and understanding of the philosophy and objectives of the community college system.
- Knowledge of and ability to appraise the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.
- Sensitivity to the needs, problems and challenges associated with the diversity of the community college student population.
- Knowledge of effective leadership theory and practice.
- Ability to learn, use, and implement new technologies as tools for learning, teaching, administering, and generally improving the work area or scope of work.
- Ability to communicate effectively with diverse constituencies, within and outside the District; strong interpersonal communication skills.
- Ability to plan, organize, direct, administer, review, and evaluate assigned programs and services.
- Ability to exercise sound judgment in the performance of duties.
- Ability to make independent decisions based on a collaborative process.
- Ability to maintain records and complete reports.
- Ability to motivate and deal with issues related to the services needs of students and staff.

### **Licenses and Certificates:**

Possession of valid California Motor Vehicle Operator's License may be required.

### **Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Education: Master's Degree in Nursing **OR** Bachelor's degree in Nursing and a Master's in Health Education, Sociology, Psychology, Counseling, Health Care Administration, Public Health or Community Health. Valid California Registered Nurse License **AND** a California Public Health Nurse Certificate. Current Certification in cardiopulmonary resuscitation (CPR) and first aid care issued by the American Red Cross, American Heart Association, or other recognized professional organization.

Experience: Administrative experience preferred at the community college level. One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

*Class Adopted: 03/01/09*

*Class Amended: XX-XX-XX*