Coordinator of Health Services

Department: Health Services
FLSA Status: Exempt
Grade/Level: N/A
Work Schedule: M-F; 8:30 a.m. – 5:00 p.m.; nights or weekends as required; 10 month.

Job Status: 1.0 FTE
Reports To: Dean of Students
Amount of Travel Required: None
Positions Supervised: None.

POSITION SUMMARY:

Under minimal supervision, serves as the chief administrator for Health Services. Health Services supports the educational mission of the College by addressing common health issues in the college-age population and promoting efforts to increase wellness in students and the general campus community.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

- Gives direct care to student clients using the nursing process (assesses the client, analyzes the data, makes a nursing diagnosis, develops a plan of care, implement that plan of care with appropriate nursing actions and evaluate the care given).
- Assessment of students in an integrated manner, incorporating psychosocial dimensions of a student’s life.
- Dispenses over the counter medications. Maintains existing agreements with local pharmacies in order to obtain prescriptions ordered by physicians.
- Administers injections as ordered by student’s physician to include but not limited to: allergy shots, B12, birth control medications, and other medications requested. These are only administered within the abilities of the nursing staff.
- Coordinates lab work and x-rays with appropriate agency when ordered by physician.
- Acts as a referral service for the AC community to physicians, clinics, hospitals, and other medical resources in the community.
• Provides health counseling, assess needs for further counseling and assists with referrals as necessary.

• Develops and administers evaluations of care given in Health Services.

• Participates in development of institutional policies and procedures with regard to personal health as well as environmental health and safety.

• Reviews and revises, as necessary, the annual Comprehensive Student Health and Disability Form by: supervising reception of completed records, storing said records in locked office at all times.

• Serves as administrator for state regulated immunizations. Supervises entry into Datatel of all immunizations and participate in scheduling with the Grayson County Health Department dates at which times students can receive needed immunizations to include, but not limited to: TB tests, Meningitis vaccine, TD boosters, Hep A and Hep B series, and MMR.

• Participates in health-related programming on campus throughout the academic year.

• Establishes monthly calendars indicating physicians scheduled for daily walk-in clinics as well as twice monthly specialty clinics. Publicizes services to students, supervise lists of students to be seen in each specialty clinic, as well as bill for all physician services. Recruits new physicians as needed.

• Evaluates, negotiates, and determines on an annual basis the best health insurance alternative for students who do not have health insurance through their family.

• Coordinates arrangements for Meningitis and Flu immunizations for students, faculty, and staff in addition to those arranged for students completing their health records. Assists students at other times with information regarding where to receive the immunizations.

• Cooperates with the Grayson County Health Department and educate students regarding their services. Makes GCHD programs available to students, staff, and faculty.

• Provides lectures as requested on health related issues. Provides required training regarding blood borne pathogens and first aid as needed.

• Cooperates with Wellness Coordinator in planning and providing health and wellness programs.

Other Job Function Statement(s)

• Serves on committees as assigned;

• Assists in hiring and coordinating activities of three peer educators;

• Provides lectures as requested for professors in health related classes;

• Provides Travel Health Program information to all students participating in study abroad experiences;

• Maintains Health Services website;

• Performs other duties as assigned.
**POSITION QUALIFICATIONS:** (The minimum knowledge, skills, abilities, licenses and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Obtained through education, training, experience, licensure, or through a combination of the aforementioned.)

Associate’s degree from an accredited college or university. Two years of related clinical. Must be a registered nurse with a license issued by the state of Texas.

**SKILLS** (The application of knowledge necessary to accomplish the essential functions of the job.)

To perform this job successfully, an individual must:

- effectively assess students who present with both stress and non-stress related illnesses;
- gather data, compile information, and prepare reports;
- effectively and efficiently utilize Microsoft Office (Word, Excel, Outlook, PowerPoint), and any related equipment to the extent required to perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to the audience.

**ABILITIES** (Observable behavior(s) necessary to perform the essential requirements of the job at a competent level.)

To perform this job successfully, an individual must have the ability to:

- be available for campus emergencies;
- shift from one role to another, addressing priorities, while maintaining a long-term perspective;
- function both autonomously and in collaboration with a student services team;
- determine whether events or processes comply with appropriate laws, regulations, or standards;
- maintain confidentiality regarding sensitive matters;
- collaborate with others;
- organize daily work or assigned tasks;
- work under pressure while maintaining a professional demeanor;
- model high standards of honesty, integrity, trust, and ethical behavior.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

The following must be demonstrated at a fully acceptable level:

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making;
- Service Orientation – Exhibits a ‘customer friendly’ demeanor with internal and external customers;
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions;
- Teamwork – Works effectively with other employees. Offers help when needed.
PHYSICAL REQUIREMENTS:

The following should represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Health clinic and office environment.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: ___________________________ Date: ______________
Supervisor Signature: ___________________________ Date: ______________
Executive Signature: ___________________________ Date: ______________