



Director of Health Services

Department: Student Affairs

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 position.

Job Status: 1.0 FTE

Reports To: Vice President for Student Affairs & Chief Inclusion and Diversity Officer

Amount of Travel Required: None

Positions Supervised: Coordinator of Health and Counseling Services

POSITION SUMMARY:

Responsible for strategic leadership, vision, and direction, effective management, supervision, and day-to-day departmental operations to provide comprehensive college health programs and services to students and the campus community. Serves on the Student Affairs Leadership Team and collaborates closely with colleagues throughout Student Affairs, as well as with other campus and community stakeholders to ensure the delivery of high-quality health care to students in alignment with College and divisional goals, purposes, and priorities. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendor/experts.

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).
- Assesses 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.
- Directs, supervises, instructs, supports, coordinates, and evaluates the activities of departmental personnel in accordance with federal and or state regulations, departmental, divisional and or college policy to include, but not limited to: recruitment, hiring, professional development, performance management (setting expectations, reviewing/evaluating work, taking appropriate action), addressing complaints and resolving problems.
- Organizes data and composes monthly, semester and yearly reports.

Other Job Function Statement(s) that represent significantly less time commitment

- Serves on committees;
- Assists in hiring and coordinating activities of three peer educators;

- Provides health-related class lectures;
- Provides Travel Health Program information to all students participating in study abroad experiences;
- Maintains Health Services website;
- Works with Academic Health Plan to (1) manage optional student health insurance and (2) administer Academic Live Care (24/7 tele-med appointment options for students);
- 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.**)

Required Knowledge:

- Associate's degree from an accredited college or university. Must be a registered nurse with a license issued by the state of Texas.
- Minimum of five to seven years of relevant professional experience in health care services and administration. Preference will be given to candidates with supervisory and management experience including design, development, and direction of health-related programs and services, responsibility for quality of health care practice and outreach, fiscal management, budget development, and contractor/vendor relationships.
- Current CPR certificate or willing to obtain.
- Experience with healthcare technology, including electronic medical records and tele-health priorities and implementation.
- Demonstrated ability to develop and implement strategic objectives, motivate and develop medical and administrative staff, effectively manage resources, and cultivate strong collaborative relationships with multiple constituent groups.
- Proven record of success and commitment to working with issues related to diversity, equity and inclusion, combined with an affinity for working closely with students.
- Knowledge of local and national issues, trends, and best practice standards in primary health care, psychological counseling, College health, health insurance, and managed care.

Preferred Knowledge:

- Knowledge of and/or direct experience in College health setting. and
- Current certificate in a related specialty area or eligibility for certification.

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

To perform this job successfully, an individual must:

- assess students who present with both stress and non-stress related illnesses;
- gather data, compile information, and prepare reports;

- 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;
- assess, diagnose and treat medical situations and conditions;
- manage the fluctuation of clinical caseload and maintain appropriate records in a timely manner;
- exhibit an approachable personality, empathy, and exceptional listening skills;
- show sensitivity to and embracement of individuals that represent cultural, religious, ethnic and lifestyle diversity.

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 and responsive to 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;
- work occasional nights and weekends;
- 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;
- participate in bi-weekly SALT (Student Affairs Leadership Team) strategic planning;
- attend inter-department, inter-collegial meetings/committees;
- demonstrate maturity, tact, resiliency, and composure and sensitivity to others needs in crisis, difficult, and unexpected situations;
- maintain professionalism in appearance and demeanor;
- work in collaboration with Counseling Services and other relevant college departments;
- work with the VPSA/CIDO and the budget department on financial expenditures regarding daily operations.

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. May occasionally work in other areas across campus to include outdoors (minimal).

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: _____