DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

- Plan, develop, organize, coordinate and implement the provision of campus health services and education programs; work with campus constituencies to develop and coordinate health services programs; coordinate and monitor referrals to community agencies.
- Manage the day-to-day operations of the campus Health Center; provide direct medical care; respond to medical emergencies as required.
- Prepare and maintain a variety of narrative and statistical records and reports related to program activities and effectiveness; prepare and maintain a variety or records, logs and student files.
- Coordinate the campus wellness program; assist in the coordination of the campus disaster plan.
- Write, develop and provide information and assistance to students and staff regarding health services and programs; conduct and coordinate health issues workshops; prepare and deliver public presentations as directed.
- Maintain current knowledge of legal requirements and regulations pertaining to the operation of student health services and programs.
- Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
- Determine appropriate Health Center medical stock, equipment and supplies in accordance with established policies; monitor and control inventories.
- Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
- Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
- Plan, organize, and arrange appropriate training and staff development activities; provide orientation for new employees.
- Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
- Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
- Perform related duties as assigned.

OTHER FUNCTIONS

The Director, College Health Services may participate in the development and administration of supplemental grants related to health services programs and services.

MINIMUM QUALIFICATIONS

- Master’s degree in nursing; OR
- Bachelor’s degree in nursing AND Master’s degree in health education, sociology, psychology, counseling, health care administration, public health, or community health;

AND ALL OF THE FOLLOWING:

- Current California license as a registered nurse.
- California Public Health Nurse certificate.
- Current CPR for Health Professional Certification.

DESIRABLE QUALIFICATIONS

- Management experience in a community college or university Student Health Services Center; comprehensive ambulatory care clinic, or hospital emergency room.
- Budget and fiscal reporting experience.
- Experience in recruiting, training and evaluating health care staff and preparing staffing schedules.
- Active involvement in professional organizations related to nursing, psychological services, student and community health services.
- Established professional relationships with community health agencies, hospitals and related organizations.

BENEFITS

- The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #FCM995 in all correspondence. Download the District Academic Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (unofficial copies). The award of all degrees must be verifiable on a legible transcript.
5. Copies of all required professional licenses and certifications (i.e., CA RN License, CA Public Health Nurse Certificate, CPR).

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.
Application bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, June 26, 2013. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts of all college work; two (2) letters of recommendation; a resume; and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.


Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students. Fullerton College – Excellence. Elevated. Fullerton College can be found on the web at www.fullcoll.edu.

For further information about the position contact:
Bob Miranda – Dean, Student Support Services
bmiranda@fullcoll.edu

NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 61,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2012-13 was $194 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

Director, College Health Services
Job #FCM995

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.