HEALTH SERVICES SPECIALIST (RN) (BSN)
JOB #CCC926
$4,577 - $5,562 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: July 10, 2012 100% Position, 12 MONTHS PER YEAR
CLOSING DATE: August 9, 2012
POSITION LOCATION: Cypress College – Health Services
SCHEDULED SHIFT: 8:00 a.m., to 5:00 p.m., Monday - Friday
(Schedule and shift are subject to change in accordance with department needs).
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for assisting in the implementation of health education services; assist in coordination of daily operations of the Student Health Center; and provide medical care to students and staff. Prepare students for examination by physician, assist with treatment and examination as directed; perform lab procedures and screening tests and various other related nursing treatments according to legal guidelines. Administer first aid, nursing assessment and intervention, and initial emergency care according to approved procedures. Identify student symptoms and behavior, make independent nursing judgment regarding illnesses and determine course of action. Refer appropriate medical problems to physicians and complex health center issues to the Director. Assist in organizing and maintaining a variety of records and files related to student insurance, liability and accident reports, and health services according to approved procedures. Organize and maintain examination rooms and other Health Center rooms in a clean and orderly condition. Coordinate the daily operations of the Health Center which includes ordering, receiving, recording and storing supplies, medication and equipment; distribute daily lab results to the appropriate clinicians, and ensuring continuity and follow-up on patient care. Train and provide work direction and guidance to others as directed. Assist in coordinating health education programs including substance abuse program, health fairs, and other related projects. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned. In addition to the essential functions, the Health Services Specialist oversees Health Center Operations in the absence of the manager.

QUALIFICATIONS
Education and Experience: BSN degree AND two years of medical office, public health or industrial nursing experience.

Knowledge of: District organization, operations, policies and objectives; Standards of Nursing Practice and California Nursing Practice Act; basic laws and regulations pertaining to health services; first aid and emergency health care; appropriate safety procedures and precautions; the practices and principles of communicable disease prevention and control; correct English usage, grammar, spelling, punctuation, and vocabulary; record keeping procedures.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; identify symptoms and behavior, make independent nursing judgment regarding illnesses and determine course of action; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; communicate efficiently both orally and in writing; supervise, train and provide work direction to others; establish and maintain effective working relationships with others.

DESIRABLE QUALIFICATIONS
Two years recent experience in professional nursing, preferably in a periodically unsupervised acute care or ambulatory care setting. Extensive knowledge of software such as Microsoft Office. Valid AED Certificate.
WORKING RELATIONSHIPS

The Health Services Specialist maintains frequent contact with various departments and personnel, students, vendors, and outside agencies.

SPECIAL REQUIREMENTS

A valid California Registered Nurse License; A valid California Driver’s License; First Aid and CPR Certification.

WORKING CONDITIONS

Subject to exposure to biological conditions which may be unhealthful or hazardous such as bodily fluids, blood and blood products and communicable diseases, sharp objects, lifting and assisting injured students, bending and standing.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Unofficial/official transcripts of BSN. Qualifying degree must be posted on transcript.
   → Must be submitted with application. Applications submitted without unofficial/official transcripts attached will be deemed incomplete and will not be considered.

3) Copy of valid First Aid Certificate.

4) Copy of valid CPR Certificate.

5) Copy of valid California Registered Nurse License.

6) Copy of valid California Driver’s License.

Applications submitted without a copies of all items stated above will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC926, Health Services Specialist, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneys Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before August 9, 2012, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position 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. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

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](http://www.nocccd.edu).