

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Director, College Health Services	Range: 20 (AC)	Management Schedule
Date Revised:	February 2, 2012	Date Approved:	September 1986

**PRIMARY PURPOSE**

Under the direction of a college Vice President or designee, this position is responsible for planning and directing all aspects of campus student health services, managing the operations of the campus Health Center, and providing direct patient medical care.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, develops, organizes, coordinates and implements the provision of campus health services and education programs; works with campus constituencies to develop and coordinate health services programs; coordinates and monitors referrals to community agencies.
2.	Manages the day-to-day operations of the campus Health Center; provides direct medical care; responds to medical emergencies as required.
3.	Prepares and maintains a variety of narrative and statistical records and reports related to program activities and effectiveness; prepares and maintains a variety of records, logs and student files.
4.	Coordinates the campus wellness program; assists in the coordination of the campus disaster plan.
5.	Writes, develops and provides information and assistance to students and staff regarding health services and programs; conducts and coordinates health issues workshops; prepares and delivers public presentations as directed.
6.	Maintains current knowledge of legal requirements and regulations pertaining to the operation of student health services and programs.
7.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
8.	Determines appropriate Health Center medical stock, equipment and supplies in accordance with established policies; monitors and controls inventories.
9.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
10.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
11.	Organizes, attends or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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13	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
14.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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

**WORKING RELATIONSHIPS**

The Director, College Health Services maintains frequent contact with college and District administrators, students, faculty and staff, and outside agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

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

Master's degree in nursing **OR** Bachelor's degree in nursing **AND** a Master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.

**Desirable Qualifications**

Certificate as California Nurse Practitioner in one or more the following areas: Adult Nurse Practitioner, Family Nurse Practitioner;

Supervisory experience in a community college or university Student Health Services Center, comprehensive ambulatory care clinic, or hospital emergency room;

Experience in recruiting, training and evaluating health care staff and preparing staffing schedules;

Active involvement in professional organizations related to nursing, student and community health services;

Established professional relationships with community health agencies, hospitals, and related organizations.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of California Education Code and Title 5 requirements related to the operation of community college student health services and programs  
Knowledge of California Occupational Safety and Health Association Guidelines;  
Knowledge of research project policies, procedures and practices, including data collection and analysis  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of record keeping procedures  
Knowledge of appropriate software and databases  
Ability to design, develop, and implement health services programs and activities;  
Ability to work confidentially with discretion  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to develop and implement policies and procedures  
Ability to assess, analyze, implement and evaluate research project activities  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to prepare and deliver oral presentations  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with a diverse population of faculty, staff and students

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## **SPECIAL REQUIREMENTS**

None

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## **WORKING CONDITIONS**

Fast-paced outpatient clinic environment requiring ability to keep pace within appointment system and appropriate pace for walk-in patient load; subject to constant interruptions, frequent interaction with others, and unscheduled emergencies; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, and sharp objects);

Requires ability to visually assess injuries and ability to hear and communicate orally in person and on the telephone for the purpose of gathering information, explaining procedures, or a variety of other matters to individuals with varying degrees of knowledge; requires ability to reach overhead, above the shoulders, and horizontally; requires lifting and assisting injured patients, pushing and pulling a wheelchair with an adult patient, standing, bending, kneeling, or crouching during medical examinations and emergency situations;

Requires repetitive use of upper extremities including hand coordination activities;

May require some off-site duties and activities.

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