

Director, Health and Wellness Center
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Director, Health and Wellness Center, reporting to the Dean of Nursing/Allied Health, plans, develops, organizes, coordinates, implements, administers, directs and evaluates the programs, operations, activities and staff of the Student Health and Wellness Center to ensure appropriate and adequate levels of a variety of healthcare services for students, or emergency care of employees and visitors in compliance with the laws, policies, procedures and guidelines as established by the college, district, and various licensing/accrediting agencies.

Examples of Duties

1. Directs and oversees clinical practice according to Health Services and College policies and procedures, and provides for the quality of care provided in the student health services program.
2. Performs a variety of professional nursing activities including the screening, assessment and treatment of ill or injured students as described by the Nursing Practice Act and Standards of Practice for Nurse Practitioners; monitor and assure nursing care complies with established health standards; screen and evaluate medical conditions; examine students and identify illnesses, injuries and medical emergencies; provide treatment and administer first aid and emergency medical care as necessary; coordinate response to emergency situations; document all evaluations; maintains patient confidentiality.
3. Trains, supervises, and evaluates assigned clinical, academic and classified employees which include coordinating the services of independent health care professionals.
4. Maintains a secure, accessible system of confidential medical records in accordance with applicable standards of practice and state and Federal laws.
5. Initiates and updates as necessary appropriate contractual agreements necessary for the operation of Student Health Services.
6. Ensures required current licensure for professional staff and services.

Example of Duties (continued)

7. Conducts periodic needs assessment and participates with members of the college community in planning Student Health Services programs to respond to identified needs; designs and implements new need-based programs, and monitors existing programs for applicability, safety and effectiveness.
8. Ensures an appropriate inventory of medical supplies, equipment, and medications, including appropriate procurement, storage, security, and maintenance of inventory.
9. Establishes, reviews, and appropriately revises administrative, clinical and operational policies, procedures and protocols for Student Health Services.
10. Directs the preparation and management of the Student Health Services budget consistent with College goals, policies and department mission.
11. Serves as liaison with the community, health care professionals and agencies for the purposes of offering services, making effective referrals and coordinating health care resources.
12. Serves as a resource for the college community on issues of health promotion, disease prevention, safety and health advocacy.
13. Coordinates with other campus departments in meeting the health needs of the campus community, including such services as mandated immunizations, health status and disability assessment.
14. Presents health awareness information campus-wide.
15. Plan, develop, and implement innovative programs in order to provide a rich and supportive student-learning environment.
16. Assist in grant and resource development, management, and reporting processes.
17. Recommend and implement program policies and procedures in compliance with college/district policies and procedures, state/national accrediting/approving agencies and local healthcare facilities rules and regulations; interpret department policies and objectives to other college departments.
18. Provide assigned personnel direct work supervision and performance evaluation in accordance with Board Policy or Collective Bargaining Agreement.

Example of Duties (continued)

19. Represent the college at public functions and/or in the community. Assist in the promotion and marketing of the College image. Maintain close liaison and harmonious relationships with area hospitals, related health care facilities, and educational and public agencies to foster strong working relationships.
20. Perform other related duties as assigned.

Minimum Qualifications

- An earned Master's degree from an accredited college or university in Nursing and California Public Health Nurse certificate;

OR

- A Bachelor's degree in Nursing, a California Public Health Nurse certificate, and a Master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.
- Possession of a current, valid California license as a Registered Nurse
- Valid California Registered Nurse Practitioner License and current Drug Furnishing Certificate.
- Current CPR, first aid and automatic external defibrillator certification issued by an authorized agency.
- Valid California driver's license.
- A minimum of five (5) year's increasingly responsible experience as a supervising Registered Nurse or Manager of healthcare facility, including two (2) years' experiences supervising Registered Nurses and other staff.
- Successful experience that demonstrates the ability to perform the duties listed above.
- Demonstrated sensitivity to an understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Ability to work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.

Knowledge and Abilities (continued)

- Knowledge of and ability to accurately interpret laws, rules, and regulations pertaining to California Community Colleges and Student Health Services.
- A demonstrated ability to communicate effectively, orally and in writing, and to work effectively and harmoniously with students, colleagues, staff, and others.
- Demonstrated commitment to the continuous improvement of health and wellness for students and ability to create an environment conducive to the development of student services innovations.
- Ability to conduct institutional research and to prepare and administer grants.
- Demonstrated effective management of personnel and budgets.
- Knowledge of safety issues related to student health services, equipment and facilities.
- Knowledge of and commitment to the California Community Colleges mission and philosophy.

Working Conditions

Environment: Medical Clinic environment

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Dexterity of hands and fingers to perform medical clinical procedures and operate a computer keyboard.
3	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter and monitoring students.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 25 pounds.
3	Ability to carry 25 pounds.
4	Ability to bend at the waist, kneeling or crouching to retrieve property, perform CPR, etc.
3	Ability to operate office equipment.

Status/Rationale

This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

This is a non-educational administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)