

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



DIRECTOR OF HEALTH SERVICES

**FLSA: EXEMPT
M3**

POSITION DESCRIPTION:

Under the direction of the Vice President of Student Services, the Director of Health Services will provide administrative oversight of Health Center at Compton College. The Director of Health Services will administer and provide client care for the Health Center through planning, developing, implementing, and evaluating programs ensuring adequate levels of health care services identified as routine, chronic, urgent, and emergent issues of students that affect their academic, career and personal goals. The Director of Health Services is responsible for the hiring, training, supervision, and evaluation of assigned personnel.

ESSENTIAL DUTIES/FUNCTIONS:

- Directs and oversees the clinical practice of the Health Center according to District policies and procedures, applicable County, State, and Federal regulations, licenses and standards; provides for the quality of care provided in the Health Center.
- Prepares and maintains all required federal, state, and college reports, including program records, files, and statistical information.
- Maintains a secure, accessible system of confidential medical records in accordance with applicable standards of practice and State and Federal laws.
- Provides nursing coverage and follow-up care according to the needs of the Health Center including preventative care, health education, and assessment and initial treatment of common acute illness and injuries.
- Assists contracted healthcare providers (physician, etc.) with the delivery of direct services.
- Represents the college to community, health care organizations, local agencies, colleges, school districts, and other agencies in offering services, making effective referrals, and coordinating health care resources.
- Interprets and ensures compliance with the public health component of the Education Code.
- Complies with Title 5 regulations regarding student health services, as well as HSACCC standards of practice and Department of Public Health and Centers for Disease Control including prevention regulations and recommendations for the prevention of communicable diseases.
- Trains, supervises, and assists with the evaluation of assigned classified employees.
- Orients and supervises independent (contracted) health care professionals.
- Initiates and updates, as necessary, appropriate contractual agreements to facilitate the operation of the Health Center.

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- Ensures that required up-to-date licensure and / or certifications for professional staff and services are on file.
- Conducts periodic needs assessments and participates with members of the college community in planning programs for student Health Center services that respond to identified needs; designs and implements new programs, and monitors existing programs for applicability, safety and effectiveness.
- Oversees and assists with student / Athletic accident reporting and insurance claims processing.
- Ensures an appropriate inventory of medical supplies, equipment, and medications are maintained; provides for appropriate procurement, storage, security and maintenance of inventory.
- Establishes, reviews, and appropriately revises administrative, clinical, and operational policies, procedures, and protocols for the Health Center.
- Serves on the District's Assessment Intervention Management System team (AIMS).
- Chairs and/or serves on committees working on health and safety issues for the college community; serves on other committees as appropriate.
- Coordinates communication of inter-office and campus-wide health information
- Serves as a resource for the college community/campus departments on issues of health promotion, disease prevention, safety, and health advocacy; provides presentations to college employees as appropriate.
- Plans the medical component of the college-wide emergency/disaster plan.
- Develops and administers the budget for the health center.
- Administers an ambulatory care clinic and follows up on the administration of immunizations and vaccines.
- Monitors and analyzes trends in on-campus health needs and develops programs specifically designed to promote the health and safety of students.
- Provides crisis intervention, mental health assessments/referrals, and other resources.
- Implements, reviews, and updates policies and procedures as needed.
- Reviews incident reports, charts, and notes from doctors and nurses.
- Implements and maintains Automatic External Defibrillator (AED) standards for the college.
- Performs other related duties.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Legal requirements associated with confidential medical records, affiliating medical personnel, employee health and safety, as well as issues related to public health and safety.
- Principles, practices, methods, and procedures of professional nursing.
- Health issues, such as: nutrition, stress management, reproductive health, mental health, substance abuse and recovery, and communicable diseases.
- Clinical records maintenance.
- Knowledge of disaster preparedness.
- Supervision principles and practices.
- Word processing, spreadsheet, database, and presentation computer software.
- Effective oral and written communication.

ABILITY TO:

- Work cooperatively, establish, and maintain effective relationships with college faculty, staff, students, and the public including physicians and available referral sources.
- Develop and implement effective health education programs and services
- Work effectively with high-risk, under prepared and special needs students.
- Understand and relate to the needs of program participants.
- Establish and maintain a variety of confidential and complex interrelated files and records.
- Select, develop, supervise, and evaluate staff.
- Provide emergency and crises care intervention to students and employees and administer treatment as needed.
- Analyze, interpret, and apply laws, labor contracts, policies, rules, and regulations.
- Compile and present narrative and statistical reports in a concise and comprehensive manner.
- Prepare and administer a comprehensive program budget.
- Use tact and discretion in a diverse multicultural and multiethnic public service environment.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.

REQUIRED QUALIFICATIONS:

Master's degree in nursing **AND** a California Public Health Nurse certificate; **OR** 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.

EXPERIENCE:

Two years of experience administering a health care center or facility, including a minimum of one year of supervisory experience. **OR** Two years of increasingly responsible experience as a supervising registered nurse

LICENSE AND OTHER REQUIREMENTS:

- Possess a valid license as a Registered Nurse in the State of California.
- Possess a current Standard First Aid, CPR and automatic external defibrillation certificates

WORKING CONDITIONS:

May be required to drive to off-site locations periodically. Move from one work area to another. Hand, wrist, and finger dexterity to operate various office machines. Diverse work environment.

Ability to lift up to 25 pounds.