

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Health Services Center Director

**Unit:** Supervisory and Professional

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**Job Code:** D2981  
**Original Date:** 02/2005  
**Last Revision:** 02/2017  
**Staff Type:** Academic  
**FLSA status:** Exempt  
**Salary Range:** 13

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### **DEFINITION**

Under the general direction of a Dean or assigned manager, provide leadership in the design, implementation, and supervision of health programs and services on campus for the purpose of maintaining a healthy student population; provide day-to-day operational management of the Student Health Center; supervise, hire, schedule, and evaluate medical and clerical faculty and staff in the student health center and provide primary care services to student health needs.

### **EXAMPLE OF DUTIES**

1. Plan, manage, and coordinate the day-to-day activities of the Student Health Center operations and related programs. Organize, schedule, assign, and review the work of faculty, clerical staff, health services staff, and consultants.
2. Provide direct and indirect patient care and service; provide advice to individuals about health problems, preventive health measures, and health promotion.
3. Provide direction and assistance to the nursing staff in making health assessments; screen nursing interventions; offer emergency care; and provide education and referral services.
4. Supervise and direct faculty and nurses, clerical and health services staff, and consultants. Coordinate the selection and training of staff. Develop work schedules. Evaluate work performance.
5. Develop and implement policies and procedures and coordinate student health programs and services for students. Assure compliance with district policies and procedures. Prepare guidelines and manuals to cover the methods and conduct of programs and services supervised.
6. Develop annual budget and monitor expenditures. Monitor regular inventories of supplies and prepare all necessary work orders. Evaluate and recommend equipment purchases and service contracts.
7. Gather and maintain health data on students; analyze student health data trends; maintain necessary health records, including statistical data. Organize and participate in the preparation and maintenance of administrative records and reports related to Health Services activities and finances, including an up-to-date referral database and directory of off-campus social/medical services.
8. Design, develop, implement, and evaluate campus-wide health education programs and services, including curriculum. Monitor progress in achievement of Health Services Center's goals and objectives; assess and project service needs; prepare recommendations for the continued development of student health programs; review and update Health Services Master Plan and evaluate programs and services regarding their impact on meeting students' health needs.
9. Develop, conduct, and administer workshops for student, staff, and faculty.
10. Serve on college and District committees. Provide leadership in the development, implementation and review of campus safety procedures, crisis response procedures, and other health/safety-related areas.
11. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**Knowledge:

Budget development, administration, and management principles.  
Computer applications, including word processing, spreadsheets, and databases.  
CPR  
District organization, operations, policies, and objectives.  
Diversity in socioeconomic, cultural, and ethnic backgrounds, including those with different levels of academic preparation and varying physical and learning abilities.  
Effective report writing techniques.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Intervention programs for emergencies and medical referrals.  
Local, federal, and State regulations  
Medical technology, procedures, and practices for the student health program.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Oral and written communications skills.  
Principles and practices of daily health services functions and operations, planning, management, and coordination.  
Principles of employee training and supervision.  
Record-keeping techniques.

Skills and Abilities:

Advise individuals about health problems, preventive health measures, and health promotion.  
Apply local, federal, and State regulations to college health services programs.  
Communicate effectively both orally and in writing.  
Coordinate services with other programs and colleges within the District.  
Demonstrate strong interpersonal skills.  
Establish and maintain effective working relationships with others.  
Interpret and explain rules, regulations, and procedures.  
Maintain records.  
Meet schedules and timelines.  
Plan, manage, and coordinate daily health services functions and operations.  
Prepare recommendations and reports for the continued development of student health programs.  
Provide direct primary care services, including diagnosis, treatment, and prescription of medication.  
Provide leadership and team skills while working with health care professionals, educators, support staff, clients, and students.  
Schedule and evaluate work of student health services faculty and staff.  
Train and supervise personnel.  
Use computer applications, including word processing, spreadsheets, and databases.  
Use technology, including various medical and clinical equipment.  
Work collaboratively with nursing and medical staff.  
Work cooperatively with others in diverse socioeconomic, cultural, and ethnic backgrounds, including those with different levels of academic preparation and varying physical and learning abilities.  
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree in Nursing; AND Licensed as a California Nurse Practitioner with a State of California Nurse Practitioner Furnishing Number and certified by the American Nurses Credentialing Center as a Family or Adult Nurse Practitioner, or California Public Health Nurse and three (3) years of community health experience; AND one year of formal training, internship, or leadership experience reasonably related to the administrative assignment. Also required: experience and effectiveness in designing health programs and services, including the development and implementation of policies and procedures, training and education of staff and faculty

The following are also required for this academic/educational administrator assignment:

- 1) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
  - 2) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
- OR
- 1) Two (2) years of recent management experience in an institution of higher education, AND
  - 2) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

License:

- Valid CPR Certificate
- Valid California Driver's License
- California Public Health Nurse Certificate
- Licensed as a California Nurse Practitioner with a State of California Nurse Practitioner Furnishing Number and certified by the American Nurses Credentialing Center as a Family or Adult Nurse Practitioner or California Public Health Nurse

**WORKING CONDITIONS**

Physical Requirements:

Category II

Environment:

Dealing with contagious disease, physically and/or mentally ill students, and exposure to blood.