

**Faculty Clinic Director, Health Services  
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=222173>

Downloaded On: May. 9, 2024 11:48am

Posted Sep. 26, 2023, set to expire May 31, 2024

**Job Title** Faculty Clinic Director, Health Services  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Sep. 26, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other

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**Job Description**

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**Faculty Clinic Director, Health Services**

HR EMPLOYMENT/CAREERS

Initial Review Date: 02/28/23\*

\*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

The Foothill-De Anza Community College District is currently accepting applications for three faculty positions of Faculty Clinic Director, Health Services.

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The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

Foothill College Mission Statement:

Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

POSITION PURPOSE:

Reporting to the Dean of Student Affairs and Activities at Foothill College, provides equity-minded and student-centered leadership for the student health services clinic. The responsibilities of the Faculty Clinic Director, Health Services include but are not limited to: oversight of clinic operations, providing guidance and leadership to staff; planning, developing and implementing comprehensive health care services and activities designed to facilitate the physical and emotional well-being of students thereby improving retention and academic success. This is an 11-month, full-time, 100% FTE tenure track position (September-July).

NATURE and SCOPE:

The Faculty Clinic Director, Health Services is responsible for monitoring the program budget and plans, developing and implementing a comprehensive program for clinical health services, including current standards of practice in medicine, nursing, and functional staff management, licensed lab and hazardous waste management, and insurance issues; oversees the day-to-day operations of student health services clinic and staff. Establishing training procedures for new employees.

KEY DUTIES and RESPONSIBILITIES:

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The following duties and responsibilities are typical but not limited to the following:

1. Provides coordination of Student Health Services, health services programs, and services to ensure delivery in accordance with district policies and procedures. Oversees and administers electronic medical records; serves as college point-person and vendor liaison for all matters related to Electronic Medical Records (EMR) systems; ensure confidentiality of medical information and student records according to FERPA and HIPAA.
2. Formulates policies, clinical protocols, standards and objectives of the program, and serves on the Behavioral Intervention Team.
3. Reviews and orders medication, medical supplies, equipment, and ensures that all equipment is available in good working order and calibrated per manufactures guidelines, including emergency response equipment.
4. Assess, diagnose, and treat common physical illnesses and injuries within scope of practice. Makes appropriate referrals and facilitates access to private and community health resources. Leads disease prevention efforts and implements current community health principles of health, safety, epidemiology, and communicable disease control. Prescribe medications within scope of practice.
5. Perform health services and screenings, administer PPD tests, immunizations, flu shots; perform pregnancy tests, provide health-related counseling, and administer ECP; refill birth control prescriptions, and other contraceptives.
6. Assist the Dean with developing and preparing the annual preliminary budget; control and authorize expenditures in accordance with established limitations for the department's health clinic component.
7. Assist Dean with information on federal/state agencies reporting as requested; ensure program compliance with federal or state program guidelines.
8. Partner with Dean on departmental and divisional planning activities, program review activities, learning outcome activities, and compile statistics and conduct research to evaluate and report program effectiveness.
9. Interpret, implement, and monitor compliance with all local, state, and federal regulations pertaining to a health care delivery system. Collaborate with the Biological, Health, and Environmental Sciences Division and the Child Development Center to assist students with immunizations and other medical needs.
10. Serve as liaison between personnel, administrators, faculty, and students; provide information, requirements, and other pertinent information.
11. Serve as a resource and consultant to the campus community in issues related to student health and student clinical health services.
12. In conjunction with a physician, develop, implement, and evaluate health clinic policies, procedures, and protocols; document policies and procedures; maintain an updated and current policy and procedure manual.

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13. Maintain and monitor appropriate malpractice insurance and certifications of staff training/qualifications (e.g. CPR, First Aid, AED).
14. Attend and conduct various meetings as assigned; participate on campus and community committees promoting the needs and interests of student health services; prepare agendas for meetings as appropriate.
15. Maintain memberships in Health Services Association of California Community Colleges, American College Health Association, and other pertinent health-related associations and organizations; attend professional development conferences.
16. Perform other related duties as required.

## EMPLOYMENT STANDARDS

### Knowledge:

1. District policies and procedures.
2. Principles and practices of clinical care.
3. Principles of healthcare quality control assurance
4. Communicable disease, epidemiology, prevention, and control.
5. Laws, rules, and regulations related to assigned activities including HIPAA, FERPA, and CAL-OSHA.
6. Crisis intervention, drug, and alcohol addiction/use, eating disorders.
7. Oral and written communication skills.
8. Operation of a computer and assigned software.
9. Interpersonal skills using tact, patience, and courtesy.
10. Health and safety regulations.

### Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize and coordinate a variety of programs, projects and activities related to the day-to-day functions and activities of student health services.
3. Assess physical and mental status of patients and provide appropriate medical treatment
4. Make decisions regarding appropriate care for patients and need for contacting physician.
5. Provide appropriate emergency response and crisis intervention.

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6. Understand technical and medical terminology and protocols.
7. Communicate effectively individually and in groups with a diverse population in meeting health related needs about a variety of health related topics.
8. Make appropriate referrals and facilitate access to both private providers and community health resources.
9. Work cooperatively with students, staff and faculty from diverse backgrounds.
10. Maintain records and prepare reports.
11. Compile, organize and use various financial information sources necessary in the preparation and management of budgets
12. Read, interpret, apply and explain rules, regulations, policies and procedures.
13. Analyze situations accurately and adopt an effective course of action.
14. Effectively work under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.
15. Understand and work within scope of authority.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Education Qualification (applicant must meet one of the two):

A. Education Qualification as a Nurse Practitioner: Possess a master's degree in nursing, a master's degree in a clinical field related to nursing, or a graduate degree in nursing.

-OR-

B. Education Qualification as a Physician's Assistant: Master's in Physician Assistant Studies or the equivalent.

1. Three years of experience working as a nurse practitioner or physician's assistant.
2. Two years of supervisory/leadership experience.

Preferred Qualifications:

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Health clinic management experience

License and Certification:

1. Valid State of California license as Registered Nurse with Nurse Practitioner or Physician's Assistant certification number without restrictions.
2. A valid, current California furnishing number and eligible DEA number.
3. Documentation of TB screening clearance within the past three (3) months.
4. Valid First Aid and CPR certification.

WORKING CONDITIONS:

Environment:

1. Office and clinic environment.
2. Constant interruptions.
3. Emergency call-out.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard and various types of medical equipment.
3. Vision sufficient to assess injuries and to read various materials.
4. Reaching overhead, above the shoulders, and horizontally.
5. Pushing or pulling wheelchairs.
6. Bending at the waist, kneeling or crouching during medical or emergency situations.
7. Lift light to moderate objects up to 20 lbs.

Hazards:

1. Contact with blood, blood-borne pathogens and other body fluids.
2. Exposure to viruses and communicable diseases

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APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/> \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education (please specify exact degree titles) and training.

If you wish to request equivalency for this position (if you believe you do not otherwise meet minimum qualifications via educational degree attainment as specified), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. [http://hr.fhda.edu/\\_downloads/Equivalency.pdf](http://hr.fhda.edu/_downloads/Equivalency.pdf)

If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

HIRING RANGE: \$79,128.39 - \$146,897.96 annually plus benefits; actual placement is based on applicant's verified education and experience.

For the complete Faculty Salary Schedule, go to: [https://hr.fhda.edu/\\_faculty-information.html](https://hr.fhda.edu/_faculty-information.html)

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Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

TERMS OF EMPLOYMENT: Full-time, Tenure-track, 11-months per year

STARTING DATE: Fall 2023

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

[https://apptrkr.com/get\\_redirect.php?id=4614484&targetURL=](https://apptrkr.com/get_redirect.php?id=4614484&targetURL=)

<http://hr.fhda.edu/>



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To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/967?c=fhda>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Foothill-De Anza Community College District

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