

Director, Student Health Services
West Valley-Mission Community College District

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Posted Jun. 5, 2020, removed Sep. 16, 2020

Job Title	Director, Student Health Services
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jun. 5, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Health Sciences
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Job Description

Director, Student Health Services

West Valley-Mission Community College District

Closing Date:

Definition:

The Division of Student Services at Mission College is seeking a talented leader to fill the position of Director of Student Health Services.

The purpose of this position is to plan, organize, direct, and coordinate the activities of the student health services department within the student services division including clinical practice, mental health/counseling, and wellness education; to coordinate student health services activities with other



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district departments; and to provide highly complex staff assistance to the Vice President, Student Services.

Mission College, located in the heart of Silicon Valley, is seeking a dynamic leader who thrives in a fast-paced and innovative environment. Recognized as both a Hispanic Serving Institution and an Asian American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

Applicants interested in working within an energetic, student-centered culture that looks to the future would find Mission College a perfect fit.

This position is open until filled. First review date of applications will begin November 4, 2019.

Assignment:

100% of full time, 40 hours per week, 12 months per year, with an anticipated start date in May 6, 2019, or when filled. Schedule may change to include some evening or weekend hours, as needed. This is an Educational Administrator position and part of the Managers employee unit.

Work Location: Mission College, Santa Clara, CA.

Salary and Benefits:

Anticipated Hiring Range:

* \$134,742 \$143,502 annually (Administrative Salary Schedule, Range 22, Steps A-C).

Benefits include:

- * Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- * Employer-paid long term disability for employee.
- * Employer-provided life insurance.
- * 13 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- * 22 days vacation leave accrued annually (25 days after 5 years).
- * 12 days sick leave accrued annually.
- * Personal necessity leave and personal business leave.
- * Professional development and renewal leave.

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* \$500 longevity award annually after 10 years of service and \$1,000 longevity award annually after 15 years of service.

* CalSTRS retirement.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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

2. Experience

Five years of increasingly responsible experience in health care, including two years of administrative and management responsibility.

3. Education

Equivalent to a Masters degree in nursing from an accredited college or university OR a Bachelors degree in nursing and a Masters degree in a related field.

License and Certificate

* Possession of, or ability to obtain, an appropriate, valid California Public Health Nurse certificate.

* Possession of, or ability to obtain, a valid and current California license as a Registered Nurse.

* Possession of, or ability to obtain, a valid California Nurse Practitioner license and certificate is desirable.

* Possession of, or ability to obtain, a valid California drivers license.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

* Develop and implement department goals, objectives, policies and procedures.

* Plan, organize, and direct student health services activities including clinical office, mental health and personal counseling services, and campus health education/public health activities and events.

* Direct, oversee, and participate in the development of the student health services work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

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- * Prepare the student health services budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- * Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- * Develop and monitor standard procedures and protocols consistent with the California Nursing Practice Act; maintain a secure and accurate system of health records in accordance with Health Insurance Portability and Accountability Act (HIPAA).
- * Perform the duties of a registered nurse, including physical and psychological assessment; administer appropriate treatment in accordance with established guidelines and protocols.
- * Research, recommend, and administer student insurance plans.
- * Consult and coordinate with local health officials with regard to prevention and control of communicable diseases; establish preventive programs and procedures.
- * Develop, monitor, and maintain first aid and CPR training on a college campus; maintain first aid kits throughout the campus.
- * Represent the department and division to outside agencies and organizations including, but not limited to, Public Health and County Health Services; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- * Research and prepare technical and administrative reports; prepare written correspondence.
- * Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- * Foster an environment that embraces diversity, integrity, trust, and respect.
- * Be an integral team player, which involves flexibility, cooperation, and communication.
- * Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:
[url=<https://apptrkr.com/1925721>]wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 7412174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

N/A

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