

Director, Student Health Center
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242480>

Downloaded On: Aug. 10, 2024 3:14pm

Posted Aug. 1, 2024, set to expire Aug. 21, 2024

Job Title Director, Student Health Center
Department Counseling and Student Support Services
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Aug. 1, 2024

Application Deadline 08/21/2024

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other
Administration - Student Affairs
Administration - Counseling Services

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Job Description

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Director, Student Health Center

Rancho Santiago Community College District

Salary Range: Grade G: \$127,064.79 - \$170,299.12

Job Type: Full Time

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Job Number: CL24-00970

Location: Orange, CA

Division: SCC Counseling and Student Support Services

Closing: 8/21/2024 5:00 PM Pacific

Job Description

POSITION OVERVIEW

Reports to a designated administrator with the overall responsibility for the supervision and administration of the health center, including all assigned personnel and participants; performs other duties and responsibilities as assigned.

REPRESENTATIVE DUTIES

1. Design, implement, coordinate, and direct activities related to health center.
2. Work collaboratively and assist clerical support staff, physician(s), and other registered nurses to assess, plan, intervene, and evaluate patients, refer students to community health providers as indicated, provide first aid to students and/or staff members appropriate to the health center.
3. Evaluate mental and physical health needs of students and make appropriate referrals for disposition. Assist in crisis intervention and health education.
4. Refer students to appropriate campus and community resources.
5. Provide follow up on medical treatment of students.
6. Administer immunizations.
7. Administer emergency first aid to students and college staff.
8. Follow protocol for communicable disease control.
9. Critically assess severity of illnesses, injuries, and emergencies and adopt efficient and effective course of action while maintaining control.
10. Document accurate required health information in Electronic Medical Records of students, faculty and staff.
11. Refer patients to appropriate health care providers for management of acute and chronic health complaints beyond the scope of the health center.
12. Exercise good judgment and maintain confidentiality in maintaining critical and private health information, records, and reports.

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13. Monitor and maintain appropriate levels of medical supplies and medications.
14. Clarify and understand oral and written directions for ongoing patient services in Electronic Medical Record.
15. Work independently within the scope of Nurse Practice Act and with minimal clinical supervision. Assist in formulation/revision of written procedures, standing orders, and protocol for student health services.
16. Comply with mandatory reporting requirements as defined by licensure, epidemiology, health, and safety.
17. Perform additional related health services work as required and assigned.
18. Supervise and lead staff toward common district, campus, and health center goals with emphasis on meeting student's health needs.
19. Conduct educational workshops and events relative to student health and wellness.
20. Collaborate with staff psychologists to develop and further goals of the health center and create and promote special events/workshops.
21. Create and direct the production of health center literature and publicity, i.e. social media, newsletters, bulletin boards, brochures, web presence, etc.
22. Develop and promote the health center throughout the campus community.
23. Implement campus policies and procedures as well as state health codes and policies.
24. Lead and participate in department, campus, and community committees and activities as appropriate.
25. Orient new RN's and student health staff. Alert area manager of possible areas of concern requiring intervention.
26. Assist in recruiting and selecting staff in all areas under direct supervision.
27. Provide in-service training. Supervise and evaluate staff, program functions, and activities.
28. Responsible for the timely and accurate review and preparation of budget documents, including monthly expenditure reports and such documents and summaries as required by the funding source.
29. Analyze data for presentation in various formats.
30. Responsible for all departmental reporting, including program accountability reports and for seeking additional and alternative funding for programs and activities.
31. Responsible for the development and implementation of project goals, objectives, and activities associated with program operations, including but not limited to: planning seminars, training activities, workshops, orientations, public relations and recognition events, as well as for the documentation and evaluation of project activities and outcomes.
32. Successfully implement and institutionalize health care project activities.
33. Responsible for establishing collaborative partnerships with community-based and other local organizations, public and private groups, state and national entities and affiliates to further project

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goals and objectives and meet critical student needs.

34. Provide substantial leadership, collaboration, and support to committees, programs, and departments.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Effective and efficient use of an Electronic Record Management (EMR) system.
2. Rules, regulations, and policies relating to the operation and administration of a community college district, as well as state and federal rules, regulations, and policies (i.e. HIPAA, FERPA, ADA/ADAA.
3. Principles of supervision and management, record keeping, accountability, and thorough program documentation; research design and methods.

Ability to:

1. Utilize multiple technology platforms.
2. Plan and implement programs.
3. Develop and manage budgets.
4. Write clear and concise complex documents; compile reports.
5. Work cooperatively with other employees and the public.
6. Establish positive and effective interdisciplinary relationships.
7. Communicate effectively in writing and speech.
8. Comprehend and interpret financial statements.
9. Analyze situations and make appropriate decisions.
10. Supervise the work of others.

Job Qualifications

MINIMUM QUALIFICATIONS

Education and Experience

Overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following:

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1. Possess from an accredited institution a master's degree in nursing and a California Public Health Nurse certificate; OR
2. Possess from an accredited institution a bachelor's 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.

Minimum of three (3) years of experience highlighting administration responsibilities for a health center or other related agency. Experience involving work with community groups and governmental entities, documentation of program activities, and budget administration.

Additional Qualifications

Current certificate as a California Nurse Practitioner in one or more of the following areas: Direct experience in a community college or university health center, or related area of health care practice and administration.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or

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perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact

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Recruitment in the Human Resources Office for assistance.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Transcripts: Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4568052/director-student-health-center>

Contact Information

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

Contact

Counseling and Student Support Services
Rancho Santiago Community College District

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