

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Educational Administrator

CLASS TITLE: Director of Student Health and Wellness

SALARY TABLE/RANGE: 30/ 155

BASIC FUNCTIONS:

Under the direction assigned administrator plan, organize, and direct Student Health Services programs, operations and activities addressing the physical, social and mental health needs of students and the college community; including the screening, assessment, diagnosis and treatment of health conditions, prevention and wellness programming in The WELL, health education, and health and safety risk management; coordinate and direct communications, services, resources and information to meet student health needs and ensure smooth and efficient Department activities; works in collaboration with campus, community and statewide organizations; supervise and evaluate the performance of assigned staff. The department works in collaboration with campus, community and statewide organizations.

REPRESENTATIVE DUTIES:

Plan, organize, and direct Student Health Services operations and activities; ensure that related activities comply with established standards, requirements, laws, code, regulations policies and procedures; and develop, implement and evaluate standardized procedures and clinical protocols for student clients.

Work with department faculty to implement Program Review processes and student learning outcome assessments.

Oversee the provision of licensed healthcare provider services; coordinate and provide the screening, examination, diagnosis and treatment of medical conditions, illnesses and injuries in individuals; ensure proper and accurate identification of and response to medical and psychological emergencies.

Train, supervise and evaluate the performance of assigned staff; interview and select employees; develop department orientations and training sessions; provide ongoing professional development opportunities and activities for staff; ensure that required licensures and certifications are current for healthcare provider positions; collaborate with Student Health Services staff and faculty to enhance integration of services.

Supervise the development, maintenance and security of the department's HIPAA-compliant electronic health records, including database management and compliance with the release of protected information for subpoenas.

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Develop, prepare and monitor the budgets for Student Health Services; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; monitor budgets based on available revenue from multiple sources; research and identify additional external revenue resources appropriate for the department.

Consult with faculty, staff and administration on college health issues; participate on campus health and safety committees, the Behavioral Intervention Team and college participatory governance committees as applicable.

Provide leadership in campus health education efforts and provides presentations to various campus groups, as requested; and develop marketing plans and communications to promote services and health messages.

Coordinate the health services and related communications and information between college faculty, staff, students, hospitals, public health agencies, law enforcement organizations and other external agencies; ensure proper and timely resolution of health services issues.

Serve as a liaison for the college with County, State and Federal agencies and advocate to increase access and expand health-related services and benefits for students; develop current referral systems, and negotiate Memoranda of Understanding (MOUs), contracts and community partnerships; and collaborate with other agencies to obtain grant funding to address identified student health support needs.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to health services, students, projects, programs, staff, financial activities and assigned duties; ensure that mandated reports are filed with appropriate agencies.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, terminology, practices, procedures and techniques related to the screening, assessment, diagnosis and treatment of physical and mental health conditions, public health programming, and health education.

College, State and Federal standards and requirements governing health services.

Applicable laws, codes, regulations, policies and procedures.

Preventative measures and assessment methods related to health care activities.

Public health agencies and local health care resources.

Applicable laws, codes, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

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Interpersonal skills using tact, patient and courtesy.

ABILITY TO:

Effectively train, supervise and evaluate the performance of assigned personnel in a healthcare environment.

Evaluate and treat student health conditions as a licensed provider.

Direct health education function and activities in The WELL to enhance student health and awareness.

Ensure adequate resources, services and staff to meet student health needs.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyse situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Demonstrate sensitivity to, and respect for, a diverse populations.

Apply research methods.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Master's degree in nursing and a California Public Health Nurse certificate; **OR** a 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 **AND** one year of formal, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS:

1. A valid, current California license as a Registered Nurse
2. Valid, current cardiopulmonary resuscitation (CPR) certification

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

Health center environment that is subject to constant interruptions.

Exposure to computer screens, noise, electrical energy, toxins, medications, blood, body fluids, communicable diseases and lab materials/equipment.

Subject to emergency medical situations.

Extensive contact with faculty, staff, students, and the public.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and computer keyboard.

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Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Bending at the waist, kneeling or crouching to retrieve property and perform CPR etc.