

COORDINATOR, STUDENT HEALTH SERVICES

DEFINITION:

Coordinator of Student Health Services provides planning, organization and delivery of health and wellness services, programs, and activities addressing the physical, social and mental health needs of students and the college community; including health education, mental health counseling services, and wellness education; to coordinate student health services activities with other departments; and to provide highly complex administrative support to the Dean of Special Programs.

DISTINGUISHING CHARACTERISTICS:

This is single position supervisory job with accountability for managing the student health services office and related programs.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Develops, coordinates and facilitates day to day operations of student health services programs and activities, including physical office, personal wellness counseling services, and campus health education activities and events.
- Coordinates, tracks, and administers immunization requirements for students.
- Responsible for planning and executing health and wellness programming and managing campus partnerships
- Serves as a member of the college CARE Team (a behavioral intervention team)
- Assists in assessing and responding to referrals for students of concern
- Assists in formulating objectives, standards, and procedures for assigned programs.
- Assists in budget planning, preparation, and implementation of the Student Health Services budget.
- Maintains the necessary supplies and equipment for the program.
- Supervise, assign, train, and evaluate staff and student workers.
- Prepares reports, correspondence, records, and data, including required reporting related to student health services.
- Provides liaison and coordination with faculty and other campus departments to identify needs, coordinate services to students, and improve program utilization; ·
- Coordinates program elements and services with regulatory and other external agencies.
- Attends, participates in and/or leads a variety of internal and external meetings and committees.

- Maintains a secure system of accurate and confidential health records in accordance with state laws and regulations
- Establishes standards and procedures for first aid care; administer first aid for accidents or illnesses that may occur on campus.

- Develop, monitor, and maintain first aid and CPR training on a college campus; maintain first aid kits throughout the campus.
- Serves as liaison to community-based health services and agencies for the purpose of offering elective referrals and coordinating health services
- Oversees the administration of the District student accident insurance plan
- 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.

MINIMUM QUALIFICATIONS: Any combination of training and experience equivalent to:

Knowledge of:

- Laws and regulations pertaining to the field of student health services and the maintenance of a student wellness office.
- Appropriate safety precautions and procedures.
- Outside health agencies and their services.
- College student health and wellness programs
- Public health reporting requirements.
- Modern office practices, methods, and computer equipment.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training, and personnel management.

Skill in/Ability to:

- Operate and use modern office equipment including computers and applicable software.
- Administer first aid and respond to emergency situations effectively and efficiently.
- Communicate effectively both orally and in writing.
- Establish and maintain collaborative working relationships with others.
- Organize and coordinate student health services.
- Interpret and apply relevant federal, state, county, district, and department policies, procedures, rules and regulations.
- Supervise, train, and evaluate staff.
- Use sound judgment in recognizing scope of authority.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; may be required to attend meetings and make presentations outside of scheduled work hours. As an exempt employee, the incumbent may be asked to work variable schedules.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

- Equivalent to a Master's degree from an accredited college or university with major

coursework in Health Education, Community Health, Public Health, Social Work, Health Care Administration, or a closely related field.

- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
- Previous experience in a public health or occupational health or school health setting is preferred.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting.

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions