

ASSOCIATE DEAN HEALTH SERVICES

DEFINITION

Administrative and client care responsibilities for the College Health Center. This position requires specific knowledge and expertise in the administration of special health/safety programs for both students and employees.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Vice President of College Services.

EXAMPLES OF DUTIES

Prepares reports, designs and implements programs as may be required.

Interacts with other colleges and school districts as well as community health organizations.

Knowledge of legal requirements associated with confidential medical records, affiliating medical personnel, employee health and safety as well as issues related to public health and safety.

Interprets the public health component of the Education Code.

Conducts programs specifically designed to promote the health and safety of students.

Complies with the Title V regulations regarding student health services and the HSACCC standards of practice.

Participates in legislative actions relating to the functioning, funding, or administration of College Health Services.

Complies with the Department of Public Health and Centers for Disease Control including prevention regulations and recommendations for the prevention of communicable diseases.

Administers a campus-wide ergonomics program, planning the medical component of the college-wide emergency/disaster plan.

Participates in decision-making associated with employees' health and welfare benefits in compliance with OSHA and Department of Public Health regulations.

Institutes health, wellness, and safety programs for employees.

Develops and administers a budget for the health center and supervises faculty and classified staff in operations of the health center.

Evaluates, recruits, hires, and orients health center personnel.

Administers an ambulatory care clinic and follows up on the administration of immunizations/vaccines.

Provides nursing and follow-up care.

Provides crisis intervention and mental health assessment/referral as well as other resources.

Performs other related duties as may be assigned.

QUALIFICATIONS

Knowledge of:

Ability to:

EMPLOYMENT STANDARDS

Minimum Requirements:

Possess a valid license as a Registered Nurse in the State of California.

Master's Degree in Nursing, Public Health or its equivalent.

Possess a Current CPR card.

Desirable Requirements:

Recent administrative experience.

An earned doctorate.

Experience working with a diverse community college population.

Knowledge of disaster preparedness.