

STERLING COLLEGE

Job Description

Campus Health Director

Reports to: Vice President for Student Life, also supervised by Campus Medical Director

Classification: This is a part-time, 10-month, hourly position
Will work flexible hours as needed in August and May

Description:

The Campus Health Director serves as an on-site health professional for Sterling College. Reporting to the VP of Student Life, this individual provides clinical and crisis intervention medical care for the student population, under the supervision of the Medical Director. Services provided by the Campus Health Director include: managing health compliance protocols, responding to the health needs of students, providing preventative health services across campus, managing health crises as they occur and making medical assessments and referrals as needed. A major component of this position is counseling students on health management practices, personal responsibility for their well-being and basic counseling in areas including, but not limited to: academic, emotional, social, and vocational concerns. This individual will make appropriate referrals for outside services, as well as, coordinate medical record compliance and service needs with the Athletic Department and the Sterling Medical Center.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Knowledge of current nursing practices and methods.
- Knowledge of and adherence to existing professional ethical standards.
- Knowledge of and adherence to compliance and legal obligations.
- Form and maintain effective relationships with clients, including monitoring of client health concerns and referrals, as appropriate.
- Respond to emergency situations in a timely manner.
- Ability to plan, implement, and evaluate outreach programs and workshops.
- Effectively communicate orally and in writing.
- Plan, implement, evaluate, and report activities.
- Ability to work independently and make good decisions appropriate to the position.
- The Campus Health Director must be highly motivated and success-driven with the ability to work with a diverse student population, campus administration, Sterling Medical Center staff, faculty, alumni, and employees.

Responsibilities:

Including but not limited to:

- Provide standard nursing care and aid, consistent within the training and preparation of a registered nurse.

- Maintains compliant practices, ethical standards and legal obligations as required by licensure.
- Facilitate appropriate referrals for conditions beyond that expertise to proper medical or psychological care. Acts as the primary liaison and referral agent between client and community resources.
- Under the guidance of the Medical Director:
 - manages vaccination records and protocols for TB skin test, meningitis and other immunizations.
 - manages infectious disease control/monitoring
 - administration of allergy or injection medications
 - communicable disease outbreak management
- Develop policy and procedures for the Campus Health Office.
- Maintain standards of strict confidentiality and develop good communication with students.
- Order and maintain supplies and equipment, including AED machines.
- Promote campus-wide holistic health and health issues education. Organize education and outreach efforts for the campus community.
- Develop and administer the budget for campus health, with the help and counsel of the VP for Student Life.
- Write semester and annual Health Service reports for Vice President and President.
- Consultation services for Resident Directors, Resident Assistants and Chaplains, including training and group consultation, as requested by VPSL.
- Collaborate with the Campus Counselor(s) to best support the emotional needs of students.
- Assist Student Life staff members in training, orientation, and other activities.
- Assist and serve on campus committees/task forces as requested and needed, especially regarding health-related topics.
- Attend continuing education meetings/conferences/seminars related to campus health issues.
- and any other duties assigned by supervisor.

Education/Experience:

Must be a licensed, registered nurse in the State of Kansas. Preferred RN/BSN.

Priority will be given to candidates with knowledge of College Health practices.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.