

Student Health Services Director

**CR09-04 (Categorically-funded by student health fees)
pursuant to Ed Code 87470 and 8366**

College Web Address: www.cabrillo.edu

Initial screening of applications will begin on Tuesday, November 24, 2009, however, applications will be accepted until the position is filled.

About Cabrillo College Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 17,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance.

About the Position Under the direction of the Vice President of Student Services, provides leadership and direction for Student Health Services and directs, supervises and evaluates staff relative to areas of assignment.

Examples of Duties Duties include but are not limited to the following:

- Directs and oversees the clinical practice according to Health Services and College policies and procedures, applicable county, state, and federal regulations, licenses and standards and provides for the quality of care provided in the student health services program.
- Trains, supervises, and evaluates assigned clinical, academic and classified employees including coordinating the services of independent health care professionals.
- Maintains a secure, accessible system of confidential medical records in accordance with applicable standards of practice and State and Federal laws.
- Provides clinical care, including preventive care, health education, and assessment and treatment of common acute illnesses and injuries for various campus locations and populations. May be required to drive to off-campus locations.
- Initiates and updates as necessary appropriate contractual agreements necessary for the operation of Student Health Services.
- Ensures required current licensure for professional staff and services.
- Conducts periodic needs assessment and participates with members of the college community in planning Student Health Services programs to respond to identified needs; designs and implements new need-based programs, and monitors existing programs for applicability, safety and effectiveness.
- Ensures an appropriate inventory of medical supplies, equipment, and medications, including appropriate procurement, storage, security, and maintenance of inventory.
- Establishes, reviews, and appropriately revises administrative, clinical and operational policies, procedures and protocols for Student Health Services.

- Directs the preparation and management of the Student Health Services budget consistent with College goals, policies and department mission.
- Serves as liaison with the community, health care professionals and agencies for the purposes of offering services, making effective referrals and coordinating health care resources.
- Serves as a resource for the college community on issues of health promotion, disease prevention, safety and health advocacy.
- Chairs and/or serves on committees working on health and safety issues for the college community and other committees as appropriate.
- Works closely with other campus departments in meeting the health needs of the campus community, including such services as mandated immunizations, health status and disability assessment.
- Coordinates monthly staff meetings to communicate information and staff enrichment.
- Performs related duties as required or assigned.

**Minimum
Qualifications**

Education and Experience:

- Possession of a valid, current California license as a registered nurse **and** either of the following:
 - a Master's degree in nursing and a California Public Health Nurse license; OR
 - a Bachelor's degree in nursing, a California Public Health Nurse license, and a Master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.
- Three years of increasingly responsible leadership experience related to administration of health services
- Successful experience that demonstrates the ability to perform in a leadership role in a health services environment, including duties listed above
- Demonstrated progressively responsible and successful experience in health education and health promotion activities
- Demonstrated recent successful experience as a health care professional
- Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities

Knowledge and Abilities:

- Knowledge of and commitment to the mission of a comprehensive community college
- Knowledge of current standards of college health service practice, applicable county, state and federal regulations, and available resources in the field
- Knowledge of safety issues related to student health services, equipment and facilities
- Ability to communicate effectively orally and in writing
- Ability to communicate effectively with students and staff from a wide variety of cultural and ethnic backgrounds

Licenses and Certification:

- Possession of and ability to maintain a:
 - current California license as a registered nurse
 - current California Public Health nurse license
 - current CPR certificate
 - valid California driver's license

Desirable Skills and Experience:

- Recent experience in an outpatient clinical setting
- Current Nurse Practitioner certificate
- Master's degree for Nurse Practitioners

Working Conditions Environment:

- Medical clinic environment
- Assignment may be at various campus locations throughout the county; days, evenings, and/or weekends and includes driving to various clinical locations as necessary

Physical Demands:

- Dexterity of hands and fingers to perform medical clinical procedures and operate a computer keyboard
- Hearing and speaking to provide clinical care
- Seeing to read and analyze financial and statistical reports

Salary Eight-step schedule ranges from \$5,295 to \$7,450 per month, plus fringe benefits. Full-time, 195-day categorically-funded management assignment, 12 months per year, Monday through Friday with evenings and/or weekends as needed. Position scheduled to begin on or before February 1, 2010, pending continued student health fee based categorical funding and Governing Board ratification.

Currently Cabrillo College provides a benefit stipend up to \$7,832 per year for employee only and up to \$14,999 for employee plus one dependent, and \$20,686 for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

How to Apply Application forms may be obtained through Cabrillo's web site: www.cabrillo.edu/services/hr/apps/ OR at the office location noted below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR Fax to (831) 477-3545

To be considered, each candidate ***MUST SUBMIT:***

- 1) Completed and signed Cabrillo College application
- 2) Job-related resume

- 3) Copy of a current California Registered Nurse license
- 4) Copy of a current California Public Health nurse license
- 5) Copy of current CPR certification
- 6) Copy of valid California driver's license
- 7) Current DMV printout
- 8) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant*):
 - Transcripts from all colleges attended (copies are acceptable) **OR** official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
- 9) Supplemental Application for Equivalency Determination and supporting documentation. (*This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential.*)
- 10) Three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position
- 11) A brief, one page, typed philosophy statement on student health center programs for community college students, including important components which educate students about their health
- 12) Criminal History Inquiry Supplemental form

***If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Process Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exercise(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline All application materials **MUST** be received in the Human Resources Department by 4:00 p.m. Tuesday, November 24, 2009 (**E-mail transmissions and postmarks will NOT be accepted.**)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.