CLASSIFICATION: Coordinator of Student Health Services  
GRADE: 13 (Management Salary Schedule)  
DATE APPROVED: 06/15/99

DEFINITION
Under the supervision of the Dean of Disabled Student Programs and Services, develops and implements student wellness programs and student health services for the college.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Develops, implements, maintains, and promotes an effective student wellness and student health service for the college.

- Administers emergency first aid for injuries and sudden illness of students and staff according to Red Cross First Aid procedures.

- Counsels students with health problems.

- Refers students to appropriate community health care providers as necessary.

- Assists with the safety program of the college.

- Notifies counselors and instructors of student limitations when known and not restricted by confidentiality.

- Distributes and maintains first aid kits in strategic locations on the campus.

- Coordinates programs with various on and off campus organizations, and maintains effective public relations with various community organizations and referral agencies.

- Develops posters, pamphlets, newsletters, press releases, and workshops designed to promote student health and wellness programs.

- Compiles research materials for students, faculty, and staff regarding health information for either personal problems or class projects.

- Organizes health education seminars and information sessions for students.

- Assists in the direction and development of a college alcohol and substance abuse prevention program.

- Promotes health and wellness programs for students.

- Assists in the development of, and manages the program budget.

- Assists in the selection and recommendation for employment of assigned personnel.

- Assists with the preparation and certification of payroll time reports for assigned personnel.
• Supervises and evaluates assigned personnel.

• Develops state and federal grants related to health and wellness activities.

• Performs other related duties as assigned.

QUALIFICATIONS:

Required:
• A valid, current California license as a registered nurse, AND either of the following:
  - A master’s degree in nursing from an accredited college or university and have or be eligible for a California Public Health Nurse certificate; OR
  - A bachelor’s degree in nursing from an accredited college or university, and have or be eligible for 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 from an accredited college or university.

• Minimum of two years of formal training, internship, or leadership experience reasonably related to this administrative assignment.

• Possession of current Standard First Aid and CPR Certificates (eight-hour class experience).

• Ability to lead, develop, supervise, and evaluate assigned personnel.

• Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic, and disability background of the student and community population.

• Ability to establish and maintain effective working relationships with college faculty, staff, and students.

• Ability to effectively communicate orally and in writing with faculty, staff, students, and the public.

• Knowledge of current methods and procedures used in the health services and/or education fields.

• Commitment to community college objectives of providing effective student health and wellness programs.

• Ability to develop and implement effective health education programs and services.

• Ability to assist in the development and implementation of a comprehensive disaster plan.

• Ability to establish and implement an effective alcohol and substance abuse prevention program.

Preferred:
• Minimum of four years of experience in a position related to health and wellness activities, which required the use of independent judgment and decision making (preferably in an educational environment).