

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **ASSISTANT DIRECTOR, CLINICAL SERVICES**

#### **BASIC FUNCTION**

Under the direction of the Director, Student Health and Disability Services, coordinate, plan, guide, direct, and supervise the daily functions of the clinical, health education and office operation of Student Health Services working in close consultation with the Director, Student Health and Disability Services, the College Physician and Clinical Psychologist; and train, supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES**

1. Plan, coordinate, supervise and evaluate nursing, health education and office operations aspects of Student Health Services including, the assessment of and treatment for medical illness or injury, referral to and follow up with the College Physician, the College Psychologist, community health care providers and/or human service agencies; health screening; health teaching and health education presentations; health promotion activities; communicable disease prevention and assists in the District-wide coordination of emergency response and crisis intervention. *E*
2. Plan and coordinate the office operations aspects of personal and/or mental health counseling services provided to students. *E*
3. Serve as a member of the Interdisciplinary Crisis Resource Committee, which coordinates responses to student emotional and psychological crisis situations on campus. Serve as a member of the Student Health Advisory Committee. Chair and/or serve on other District and regional committees related to area of responsibility. *E*
4. Develop and regularly update a resource manual for physical and mental health resources in the communities served by the District and college sites and centers, and develop effective referral procedures for students requiring care beyond services provided by the District. *E*
5. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. Ensure required current licensure for professional staff and services. *E*
6. Implement District policy and procedures, Board of Trustees' directives, Title V, Title XXII, Federal, State and other Chancellor's Office state wide regulatory and/or statutory mandates relative to the area of responsibility. *E*
7. Work with the Director, Student Health and Disability Services and College Physician to ensure provision of health-related services for the District that reflect current professional standards for health care service delivery and health education and to formulate and recommend District policy for health-related services and programs. *E*
8. Coordinate with the Psychologist to develop and maintain standardized procedures and protocols for all department functions, including, but not limited to: office procedures, clinical and psychological services, records management. *E*
9. Develop and maintain systems that ensure confidentiality of services and medical and psychological records of students and District employees receiving service in Student Health Services. *E*
10. Research, recommend, and administer student insurance plans offered through the District. Coordinate and facilitate student access to benefits from the District student accident insurance plan. *E*
11. Participate in planning to ensure a safe and healthful environment for District students, employees and visitors. Participate with appropriate District personnel to formulate and communicate District procedures for the appropriate response(s) in urgent situations of all kinds. Develop and direct District first aid systems, supplies and response procedures. Supervise the maintenance, analysis and reporting of District "Incident Reports". Provide consultation as needed to District instructional areas and service departments regarding health and safety issues, including the prevention and control of communicable disease. *E*

12. Work with the Director, Student Health and Disability Services and the College Psychologist to develop and manage a comprehensive physical and mental health education program. Consult with District sites, departments, faculty and staff to address concerns related to health status of individual students; develop appropriate responses to health-related issues and concerns. *E*
13. Develop and maintain an effective patient education program that is integrated into all of the services provided. Train staff to implement patient education into their roles with students. *E*
14. Develop and supervise publicity of events and programs. Assist in the development of presentations on health related subject matters to classes, student organizations, and staff groups, upon request. Develop a plan for first aid and CPR training throughout the District. Monitor and maintain the first aid kits throughout the District. *E*
15. Provide consultation and support to District instructional and service departments which serve students with special needs, i.e., ESL, EOPS, Vocational Studies DSPS, International Students in the provision of such services as mandated immunizations, health status and disability assessment. *E*
16. Conduct periodic program review and needs assessment with employees and students to identify unmet needs and to establish program priorities. Develop and maintain an effective quality assurance program for all services provided. *E*
17. Seek and participate in professional development activities. *E*
18. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
19. Other duties and responsibilities as assigned.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and practices of program administration; State mandates, District policy, professional standards and Federal and State laws relative to area of responsibility; healthcare administration techniques and effective management practices; effective and appropriate provision of clinical, health-related safety and emergency interventions; interrelationships between community resources and student success; effective methods of health education and promotion; systems for clinical quality assurance; interpersonal skills using tact, patience and courtesy; oral and written communication skills; cultural diversity concerns and issues; team building principles; record-keeping techniques; modern office practices, procedures and equipment.

**Ability to:** Plan and organize large, complex tasks; supervise the work of assigned staff; provide and supervise basic health care services including health education and promotion; implement and provide effective and appropriate clinical, related health-safety and emergency interventions; provide liaison with College departments and community resources and other colleges; work in an atmosphere of collegial decision-making; demonstrate consensus-building skills; communicate clearly, both orally and in writing; assure compliance with all applicable laws, state mandates, District policy and professional standards pertaining to area of responsibility; implement effective quality assurance interventions for services provided; demonstrate sensitivity to, and respect for, a diverse population; prioritize and schedule work; meet schedules and time lines; maintain confidentiality of student records; train and provide work direction to others; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; sit for extended periods of time; bend at the waist, kneel or crouch; lift up to 25 pounds.

### **EDUCATION AND EXPERIENCE**

In accordance with Cal. Admin. Code title 5, § 53411:

- (1) a master's degree in nursing and a California Public Health Nurse certificate; OR
- (2) a bachelor's degree in nursing, 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.

Five (5) years of professional nursing experience in a short term acute care setting or a healthcare setting involving relevant clinical experience and three (3) years of increasingly responsible administration/management of healthcare services including demonstrated successful experience in the supervision of health care professionals and

in health education and promotional activities; and commitment to serving individuals with diverse backgrounds, interests, goals, and abilities.

**LICENSES AND OTHER REQUIREMENTS**

A valid, current California license as a registered nurse from the California Board of Registered Nursing  
Valid California driver's license must have an acceptable driving record and current vehicle insurance meeting  
State of California requirements.

**WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility.

**EMPLOYMENT STATUS**

Classified Supervisor

Leadership Salary Schedule VIII

Approved 6/2011

*E:* Essential functions of the job.