

# WESTMONT COLLEGE

## Director of Health Services

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### Student Health Center

**POSITION SUMMARY:** The Director of Health Services is responsible for all aspects of the student health service, serving primarily as a clinician and health educator, secondarily as supervisor to nursing staff and administrator of Health Services programming.

**QUALIFICATIONS:** Currently licensed Medical Doctor. A minimum of five years of professional clinical experience as a licensed Medical Doctor is required in addition to strong and creative leadership skills. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement. Demonstrated multicultural competency, understanding of the range of challenges students of color may encounter in receiving appropriate and effective medical care, and commitment to serving diverse communities. Previous supervisory experience and excellent verbal and written communication skills is desired. Exhibited ability to work collaboratively with colleagues. Refined conflict resolution skills. Experience with college students is highly desirable.

### SPECIFIC RESPONSIBILITIES:

#### **Clinical: (70%)**

- Provide primary medical care for students.
- When appropriate, refer students to and follow-up with medical specialists.
- Assist Athletics Department in providing medical care for student athletes as needed including consultations with Athletic Trainers, assistance with concussion protocols, and providing physical exams for athletes as needed.
- Collaborate with Westmont Counseling and Psychological Services (CAPS) to provide holistic care for students experiencing mental health challenges.
- Assist the Office of Disability Services (ODS) in assessment and documentation of student medical needs for accommodations.
- Maintain availability for occasional on call consultation with Student Life staff members regarding urgent medical needs of students.
- Perform routine lab tests and administer injections.
- Evaluate/flag incoming health forms, devise follow-up plan as appropriate.
- Serve as clinical contact with Santa Barbara County officials regarding emergent public health concerns.
- Provide first aid services for college employees and at Baccalaureate and Commencement.
- Orient residence life staff to health center procedures and policies.

#### **Health Center management: (20%)**

- Supervise all medical staff, assessing clinical competency and assigning responsibilities accordingly.
- Develop nursing care protocols and procedures.
- Maintain up-to-date student medical records and perform peer review of student medical records.
- Maintain compliance with state and federal regulations for medical facilities.
- Maintain good working relationships with community clinics, hospitals, and local physicians.
- Assure compliance with health facility accreditation requirements.
- Maintain clinical competence, licensure, certification, and/or furnishing number of all Health Services staff.
- Collaborate with Westmont Institutional Resilience to plan, maintain, and operate effective and appropriate health services to students in the event of a natural disaster, pandemic, or other campus crisis.
- Collect and assess from surveys, student opinions regarding health services.

- Routine administrative responsibilities: maintain inventory of supplies and equipment, develop annual budget, write reports, write performance evaluations, plan/direct clinical-staff meetings, participate in Student Life departmental meetings.

**Health Education: (10%)**

- Assess student needs; develop and implement health education programs.
- Prepare/review health education materials, resources.
- Plan/direct health fairs.
- Participate in regional, state, national health organizations.
- Establish and maintain a student health advisory committee.

**GENERAL RESPONSIBILITIES**

- Maintain high visibility on campus. Seek opportunities to advise, know and impact student groups and individuals.
- Collaborate with other colleagues, including faculty and other student life staff, to fulfill the department's mission within the college. This includes regular attendance at divisional meetings and faculty forums, appropriately advocating for student needs and concerns to the Dean's Office, participating in committees when needed, and other duties as assigned.
- Occasional evening and weekend responsibilities.
- Expectations for workplace demeanor include but are not limited to: Working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

**Reports to:** Dean of Students

**Anticipated Start Date:** August 16, 2021

Position is full-time (40 hrs/wk) during the academic year, and reduced hours during summer.

Interested applicants should submit a letter of interest, resume, and application to Human Resources **by April 9, 2021**. Inquiries will be received after that date until the position is filled.