



Job Description

JOB TITLE: Program Director, Health Services

PAY GRADE: In accordance with the Educational Administrator Salary Schedule

LAST REVISED: December 2024

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

OVERVIEW

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Program Director, Health Services must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

Under administrative direction of an educational administrator, to plan, implement, and administer College Health Center programs and services, provide oversight to College Health Center staff, and perform related work, as required.

Incumbent is responsible for participating in recruitment and selection of College Health Center staff at multiple campus locations and for orienting, supervising, evaluating classified and student and/or other temporary help, and performing evaluations of full-time and adjunct faculty College Health Center staff members.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assess needs of District students and staff about College Health Center program planning and take action to meet them; provide for service user input into current and proposed College Health Center programs and services.
2. Observe and evaluate work performed by College Health Center staff members to assure compliance with applicable policies and procedures; directly evaluate performance of classified, student, and/or other temporary help College Health Center staff members; directly evaluate quality of work performed and contract compliance of Physicians retained by the District to perform services as independent contractors; perform evaluations of full-time and adjunct faculty College Health Center staff members
3. Maintain confidential medical records of students and other College Health Center patients; maintain records of regulatory compliance and standards for storage of biologics, specimens, and medications with regard to proper refrigeration; record hours worked, meetings attended, etc., to maintain accountability with terms of contract; compile and maintain routine statistical and/or other information for data tracking and records management.
4. Develop and present budget proposals for College Health Center programs to the Dean, Nursing and Allied Health Division; monitor existing College Health Center budgets; evaluate spending requests; assess equipment and supply needs and take action to meet them.



Job Description

5. In coordination and collaboration with the District's Environmental Health and Safety Specialist, assist in determinations for compliance with applicable public health and occupational and environmental safety laws, regulations, and policies.
6. Interface with Placer County Public Health Department (PCPHD) to obtain immunization and birth control materials for use in the College Health Center facilities; speak on various topics for students in District Residence Hall facilities and for Instructors for instructional skill development; contact representatives of area service organizations for donations of materials and services for District students, as appropriate and feasible; contact area Physicians and Dentists to arrange for reduced fees and other donations of services for District students, as appropriate and feasible.
7. Arrange for blood drives on District premises with area Blood Banks and direct activities of Health Services Technician- College Health Center regarding use of facilities requests and other documentation and arrangements.
8. Maintain currency in areas of content and clinical expertise and keep abreast of current trends and issues in Nursing, Medicine, and Nursing Education; adhere to all established program policies in performing all responsibilities; promote departmental cohesion and maintain positive professional relationships with peers, other faculty, staff, students, clinical agency personnel, and the general public; attend and/or participates in a variety of local professional Nursing/Medical and Nursing/Medical Education meetings, conferences, and workshops; participate in departmental, shared governance, and staff development activities, as appropriate and feasible; respond in writing to requests for information (e.g., employment process questionnaires, unit planning guides, environmental impact reports, etc.).
9. Performs related duties as required.

QUALIFICATIONS

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A master's degree or higher in nursing, public health or public health administration, marriage and family therapy or a bachelor's degree in nursing, healthcare administration or public health AND a master's degree or higher in health education or health science from an accredited college or university.

Experience:

Three years of working as a supervisor of a health clinic or medical facility.

Knowledge of:

- Techniques and procedures for providing patient counseling, health education, patient referral for appropriate medical care.
- Concepts, principles, and techniques of staff supervision; employee performance evaluation processes and procedures.
- Budgeting and basic fund accounting principles and techniques.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.

Job Description

Ability to:

- Provide patient counseling, health education, patient referral for appropriate medical care, or direct patient care.
- Manage college health center(s).
- Administer program budget(s) and apply basic fund accounting principles and techniques.
- Maintain composure in stressful and/or emergency situations and make independent decisions and arrive at logical conclusions regarding issues of medical care.
- Maintain positive demeanor with patients and maintain positive working relationships with students, staff, and the general public; work independently; function well under pressure from deadlines, timeframes, etc.; communicate effectively orally and in writing; follow oral and written directions.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, staff and the surrounding community.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: required to frequently wear protective clothing/equipment to protect skin, arms, hands, fingers, face, eyes, and overall body, and must almost constantly work in environments subject to almost constant exposure to hazards from risk of contagion with bloodborne and/or other infectious diseases, and occasional exposure to hazards from needle sticks, electrical shocks and/or radiation from medical equipment, and caustic chemicals used in medical testing and treatments. Incumbent must follow protocols for safe handling and/or disposal of body fluids, tissue specimens, other hazardous waste, and for providing direct patient care, including bandaging bloody wounds, changing bloody bandages, assisting in minor surgical procedures, etc.

Physical: must be able to function indoors in a medical clinical environment engaged in work of primarily a sedentary to moderately active nature and to perform the following, with or without reasonable accommodation: **Constantly:** Maintain cardio-vascular fitness to function under stress in emergency and crisis situations. **Almost Constantly:** Utilize speech and hearing for normal and telephonic conversation; utilize vision (near) to read written materials, computer screens, patient charts, and observe patient symptoms. **Frequently:** Sit, often for long periods of time, to accomplish desk work; walk, to move about office and campus environment; utilize manual and/or finger dexterity to write, to type/keyboard and otherwise input data into microcomputers, and to drive a vehicle while engaged in official travel; utilize vision (far) to operate a vehicle while engaged in official travel; ; lift (from overhead, waist, and floor levels, max. 150 lbs.) carry (max. 50 lbs.), bend, stoop, squat, kneel, push, pull, reach (from low, level, and overhead) twist and turn head, neck, and torso to move equipment and supplies into and out of storage and into treatment rooms.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.