"BIG PICTURE" RESPONSIBILITY:
Under the direction of the Dean, Student Services, the Director plans, develops, implements, directs, and evaluates Student Health and Wellness Center operations, programs, activities, and services to ensure appropriate and adequate levels of a variety of healthcare services identified as the routine, chronic, urgent, and emergent healthcare issues of students or emergency care of employees and visitors. Provides short- and long-term planning, prepares and administers annual program reviews and budgets, supervises and evaluates the performance of assigned personnel, negotiates partnership agreements with community partners, serves on community and campus committees, ensures compliance with District policies and applicable state and federal regulations related to healthcare, and serves as the custodian of student health records. Assignments may be at both on- and off-campus locations, days and/or evenings. Within the scope of this position new components may be added or deleted based on District or community needs.

ESSENTIAL DUTIES:
1. Plans, develops, implements, directs, and evaluates Student Health and Wellness Center operations, programs, activities, and services. Develops and implements organizational structures, writes and reviews protocol, policy, and procedures for all health center programs and services to optimize efficient and effective delivery of services and facilitate attainment of established program goals and objectives.

2. Performs the duties of a Registered Nurse Practitioner including physical exams and other clinical care as needed. Provides emergency first aid and crisis counseling to students, employees, and district visitors; refers to appropriate external healthcare providers as necessary. Consults with laboratory, pharmaceutical, medical supply, and medical services representatives as needed.

3. Serves as the District's Public Health Officer. Assists in the development of communicable disease response, disaster preparedness, risk management and earthquake preparedness plans to promote health and safety for the campus community. Develops and negotiates partnerships with community-based health services and agencies for the purposes of offering effective referrals and coordinating health services.

4. Prepares and administers the Student Health and Wellness Center annual budget. Strategically allocates resources to support Center needs. Prepares recommendations and justifications regarding budget requests, analyzes and reviews budgetary and financial data, and controls and authorizes expenditures in accordance with District policies and applicable regulations. Seeks additional funding sources and participates in grant development; administers grants as necessary.

5. Recruits, interviews, selects, trains, directs, supervises, and evaluates the performance of assigned professional, technical, and support staff (i.e. physicians, counselors, registered nurses, nurse practitioners, health services assistants, classified staff, and other professionals working on a contract basis) in accordance with established standards and procedures. Ensures compliance with AB 1725, Education Code, Title V, labor agreements, college policies and accreditation rules and regulations. Promotes, encourages and provides opportunities for staff development and participation in community outreach activities. Recommends revisions to employee job descriptions and assignments.

6. Develops and maintains a Department Program Review that includes accomplishments and goals as well as staffing and other resource requirements that support budget augmentation and staffing requests. Ensures compliance with District policies as well as State and Federal laws related to healthcare and/or assigned programs. Prepares an annual self-evaluation.

7. Develops departmental Administrative Unit Outcomes (AUOs) on an annual basis that provides measurable goals to be achieved by staff in the interest of improving center efficiency and overall District effectiveness.

8. Maintains a secure system of accurate and confidential health records. Establishes and maintains computerized records and office management standard operating procedures and protocols consistent with the California Nursing Practice Act. Ensures compliance with District, State, and Federal health regulations regarding laboratory procedures, clinical practice, privacy and confidentiality of protected health information.
9. Complies and analyzes data related to program participation and evaluation. Prepares and submits a variety of statistical and narrative reports, coordinates and responds to periodic inspections and audits, and serves as the custodian of student health records.

10. Manages the student health insurance program and educates campus about state health insurance programs (i.e. Medi-Cal, Healthy Families, Family PACT, etc.). Communicates program activities and services to other District departments, State and Federal agencies, educational institutions, social service organizations, counselors, and related community agencies to coordinate programs, services, operations, and activities.

11. Monitors and analyzes trends in on-campus healthcare needs. Maintains current knowledge of the regulations, policies and application requirements and eligibility criteria for healthcare programs, including computer hardware and software enhancements.

12. Provides leadership in district community health education efforts. Makes oral presentations to various groups regarding college health issues and conducts workshops to provide specialized information regarding healthcare and related student health and wellness program services.

13. Works with Human Resources in the coordination of District related healthcare systems, written policies, and procedures to prevent or minimize loss from student or employee casualties, including facilitation of healthcare related safety trainings (i.e. Bloodborne Pathogens Awareness, Automated External Defibrillator (AED) training, Health Emergencies Overview, HIV/AIDS Awareness, etc.). Coordinates AED availability and assists with procedure for maintaining AED on campus.

14. Promotes and markets the programs and services of the Center. Works with the Public Information Office to develop and direct the distribution of brochures, flyers, and other materials to publicize healthcare opportunities for students.

15. Maintains an adequate inventory of necessary supplies, equipment, and medications; assures their security and proper use and/or disposal. Establishes and maintains center safety practices ensuring compliance with District Safety Program.

16. Serves on relevant campus-wide committees, including Management Advisory Council, task forces, and other work groups (i.e. Safety Committee, Pandemic Flu Planning, Point of Dispensing Bioterrorism Preparedness, etc.) working on health and safety issues of students and employees. Provides technical expertise concerning healthcare.

17. Serves on the campus Behavioral Intervention Team (BIT). Provides crisis intervention with counseling and referrals for students and employees to Employee Assistance Program (EAP) and community mental health resources. Serves as the campus coordinator of substance abuse prevention programs.

18. Participates in appropriate professional organizations that promote the mission of the Student Health and Wellness Center.

19. Establishes and implements policies and procedures in conformance with Board Policy and all applicable laws, codes and regulations. Recommends revisions as necessary to ensure compliance.

20. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:
Three (3) years of full-time equivalent experience as a supervising registered nurse or manager of a healthcare facility, including at least two (2) years of full-time equivalent experience supervising registered nurses and other staff.

AND

Education:
Master’s degree in nursing from an accredited college or university also accredited by the National League of Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

AND

Licenses/Certifications (All licenses/certifications must be maintained throughout course of employment):
- Current, valid licensure as an Advanced Practice Registered Nurse (APRN) with the California State Board of Registered Nursing;
- Current, valid licensure as a Registered Nurse (RN) with the California State Board of Registered Nursing;
- Valid certification as a Nurse Practitioner (NP) in the State of California;
- National Board Certification as a Nurse Practitioner (NP) from an accredited agency;
- Possession of a Nurse Practitioner furnishing number;
- Furnishing license issued by the Board of Registered Nursing (BRN);
- Valid Certification in Basic Life Support (BLS) with Automated External Defibrillator (AED);
- An individual Drug Enforcement Agency (DEA) license issued by the United States DEA for Schedule II-V controlled substances; and
- Valid California driver's license.

DESIRED QUALIFICATIONS:
- Doctoral degree in nursing.
- Eligibility for certification in Public Health Nursing issued by the California State Board of Registered Nursing.
- Experience working in a college or university health service position that includes budget administration, direct supervision, and program planning.

DEMONSTRATED KNOWLEDGE AND ABILITIES:
- Knowledge of the mission of California Community Colleges;
- Knowledge of current principles, practices, methods and procedures of professional nursing;
- Knowledge of District, State and federal laws and regulations related to student healthcare at a community college, collective bargaining agreements and Board policies;
- Knowledge of clinical records maintenance, including the ability to maintain confidential information and materials;
- Knowledge of current public health concerns and healthcare issues including, but not limited to, nutrition, stress management, reproductive health, mental health, substance abuse and recovery, and communicable diseases;
- Principles and techniques of supervision, training, and budget practices;
- Demonstrated knowledge of the methods, tools, materials, equipment and supplies used in the healthcare industry;
- Ability to communicate effectively and persuasively orally, in writing, and using technology;
- Demonstrated knowledge of research methods, report writing techniques, and negotiation skills, including the ability to collect, compile and analyze data;
- Ability to understand California community college student services functions and to help facilitate student health and wellness;
- Ability to learn district organization, operations, and objectives quickly;
- Ability to plan, develop, organize, coordinate, implement, direct and evaluate a comprehensive health care services program at a community college student health center, including planning, prioritizing, scheduling, organizing and assigning work and preparing and administering budgets;
- Ability to provide emergency and crisis care intervention to students, employees and visitors and administer treatment as needed;
- Demonstrated successful experience working efficiently and effectively with students, employees, community agencies, and with other institutions of higher education to advocate for the health of the community;
- Demonstrated successful experience training, supervising and evaluating the performance of assigned personnel;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations;
- Ability to interpret and apply complex and technical state and federal laws and regulations related to student healthcare;
• Demonstrated successful experience meeting schedules and timelines;
• Ability to operate a variety of medical, office, and computer equipment, including peripherals and applications software such as database management, spreadsheet, word processing, and software related to area of assignment;
• Demonstrated ability to work effectively in a participatory manner with all segment of the college community and community at large;
• Proficiency in applying technological applications to daily work;
• Ability to lead, implement and manage change, and resolve conflict;
• Ability to interpret and uniformly implement district policies and procedures and the college bargaining agreements;
• A commitment and sensitively to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College’s instructional program;
• A commitment to universal access for all populations; and
• A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative.

PERSONAL AND PROFESSIONAL COMPETENCIES:
Every administrator with the College is expected to be:
• A creative, innovative, energetic instructional leader; a technologically sophisticated professional who is skilled in various technology applications;
• A leader who possesses interpersonal skills and qualities, including a can-do optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, and an entrepreneurial nature;
• An experienced academic committed to continued improvement; a visible, accessible and collaborative educator who encourages and acknowledges the contributions of others, who is willing to be a risk taker and create an environment that is open to new ideas;
• A supporter of consistent and on-going professional development initiatives, in pursuit of the college’s strategic goals;
• A fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility;
• A leader knowledgeable of management theories and practices, learning theories and practices, and community college finance;
• A capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development; and
• A skilled leader adept in planning for the emerging needs of the District and successful in resource generation and partnership development.

TERMS OF EMPLOYMENT:
This twelve (12) month per year position will be on an individual contract. The salary is to be negotiated and will be comparable to positions with similar responsibilities, expectations and abilities in California. An excellent benefit package including medical, vision, dental, life and Section 125 is offered.

CONDITIONS OF EMPLOYMENT:
• This educational administrator assignment will start immediately.
• This position will be on a negotiable individual contract and exempt from overtime and compensatory time accumulation.
• Part of the responsibilities may be evenings and/or weekends at all District sites and clinical sites.
• Administrator must maintain possession of a valid, current California licensures.
• Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Official transcripts must be submitted upon offer of employment.
• Board of Trustees approval.
• An excellent benefit package including medical, vision, dental, life and Section 125 is offered.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Position is contingent upon funding and is subject to change.
• Days, hours and salary will be prorated for the first year depending on the hire date.

PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; exposure to Bloodborne pathogens, biohazards, chemicals; occasional contact with dissatisfied individuals; and travel from site-to-site.

ABOUT THE DISTRICT
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
**APPLICATION AND SELECTION PROCESS:**

Applicants are encouraged to complete their applications online at www.canyons.edu/jobs. Applicants may check the status of their application online and may expect to be notified within approximately 3 weeks following the review date as to the status of their application.

All materials listed below are required for your application packet to be considered complete (except the Confidential Recruitment Survey, which is optional). Incomplete applications will not be considered for this position. All required supplemental application materials must be uploaded to the online application or received by the Human Resources Office by the end of the day on the review date. The Human Resources Office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Rd., Santa Clarita, CA, 91355.

- **District Educational Administrator Application;**
- **A list of six (6) references** with their names, titles, business and contact information. The list is to be comprised of two (2) former supervisors, one (1) subordinate, one (1) community or business representative, and two (2) faculty members. At least one reference from each category above, except the former supervisor, must be within the past year. All remaining references must be within the last five (5) years. References will not be contacted without the applicant’s knowledge.
- **A cover letter** that provides specific details and examples of your direct leadership in achieving the list of minimum and desirable requirements for this position.
- **A current résumé.**
- **Three (3) current letters of professional reference** that clearly describes why you are a strong candidate/good fit for this position based on the job description. Position title must be referenced and letters must be signed and dated (no fancy font signatures).
- **College transcripts** verifying educational degree(s) required for the position. Submit unofficial copies of transcripts for application purposes. Copies of college diplomas are not acceptable in lieu of transcripts. Please see our website for evaluation requirements for units and degrees earned at foreign institutions.
- **Copy of active and current licensures;**
  1. Current, valid licensure as an Advanced Practice Registered Nurse (APRN) with the California State Board of Registered Nursing;
  2. Current, valid license as a Registered Nurse (RN) with the California State Board of Registered Nursing;
  3. Valid certification as a Nurse Practitioner (NP) in the State of California;
  4. National Board Certification as a Nurse Practitioner (NP) from an accredited agency;
  5. Possession of a Nurse Practitioner Furnishing number;
  6. Furnishing license issued by the Board of Registered Nursing (BRN);
  7. Valid Certification in Basic Life Support (BLS) with Automated External Defibrillator (AED);
  8. An individual Drug Enforcement Agency (DEA) license issued by the United States DEA for Schedule II-V controlled substances; and
  9. Valid California driver’s license.
- **Confidential recruitment survey form** (optional).

Applicant’s are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office
(661) 362-3427
TTY/TDD (661) 362-5178
or visit our website at www.canyons.edu/offices/humanresources/

It is the applicant’s responsibility to ensure that the official application packet is fully and correctly completed. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Résumés may not be substituted in lieu of the official, original application form.

The College is expecting to conduct initial interviews the week of January 26, 2015 and final interviews the week of February 2, 2015.

Notes:
- Hiring committees review all complete qualified application packets and select applicants for interview based on those who most closely meet the criteria listed in the job announcement. Possession of the minimum qualifications does not guarantee an interview.
- A presentation will be required for those candidates selected for an initial interview.
- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.

Position is contingent upon funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until this position is filled.

**EEO POLICY:**

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources Office directly at 661-362-3427.