



Job Description

Title: Director of Health Services
Status: Part-Time Staff
Reports to: Vice President and Dean of Student Affairs

Position Summary

The Manor College Director of Health Services will provide primary and urgent care to students. In addition to providing ongoing care, the Director will also actively promote health centered education regarding life-long health practices and prevention and collaborate with other divisions of the College including Student Affairs, Admissions, and Academic Affairs. The Director will be responsible for after-hours, on-call telephone consultation when the Health Services Office is closed and occasional coverage as required at College events.

Position is part-time (29 hours/week), from mid-August through to May Commencement. Health Services is closed during all scheduled student breaks (holidays and breaks). The Director will be asked to check the medical forms submitted during the summer months.

Specific Responsibilities & Essential Functions

- Complete and maintain all documentation related to medical emergencies/health related incidents of all Manor College Community, with special attention to residential students.
- Review, process, and maintain all student records kept on file including contact with doctors, hospitals, etc., as needed to maintain accurate information at all times.
- Maintain all Standing Orders for the College.
- Monitor and maintain all relevant local and state regulations to ensure that the College and Health Services Office stays in compliance with relevant regulations, including following all HIPAA guidelines).
- Maintain current student records (seven year purge schedule).
- Maintain an orderly, student centered, Health Services Office that practices current nursing methodologies and integrates technology.
- Evaluate patient problems in the medical outpatient clinic and maintain confidentiality in the delivery of patient care and record keeping.
- Initiate the nursing process, assess and initiate the intervention of treatment, health teaching, counseling and/or referral for any Manor College Community member seeking care for illness or injury.
- Organize various health related clinics, including Flu Shot Clinics and Blood Drives.
- Maintain and coordinate relevant and proper health care coverage, especially during peak hours when students are on campus. Special focus will be required in providing coverage during scheduled labs.
- Maintain First Aid Supply Boxes.
- Provide ongoing outreach and workshops to the Manor College Community promoting Health and Healthy lifestyle.
- Chair of the Health Task Force and member of the Student Concern Team.



- Provide on-call services when the Health Services Office is closed.
- Other duties as assigned.

Minimum Required Qualifications:

- Must hold current state certification as a Registered Nurse (RN) or a Licensed Practical Nurse (LPN)
- Proven technology skills including Google applications and Microsoft Office Suite.
- Excellent communication, collaborative, organizational and planning skills.

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.

Agreed to and Accepted by: _____

Date: _____