



Job Classification Description

HEALTH SERVICES COORDINATOR VSC UP PAT Bargaining Unit

**Grade 12
Exempt**

BASIC FUNCTION

To direct and coordinate the College Health Services Office, providing comprehensive health care and education to students and medical administrative support, information and education for other College needs.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate health care and education services and programs for eligible students, including clinical protocols and other operating policies, procedures and methods. Develop and modify programs/ services in accordance with student needs and institutional objectives, as well as new medical developments.
- Plan, request and administer the health services operating budget.
- Provide direct care to students, including assessment and treatment of acute illness, management of chronic illness, assessment and treatment of injuries, gynecological and contraceptive services for women; evaluate and treat health problems according to established protocols, make referrals to physicians or other services as appropriate; administer medication and treatment as ordered by physicians, and report significant changes in patient conditions to physicians; provide health education as a basic component of individual health care; conduct contraceptive and STD clinics; act as student advocate when indicated; refer students to other College services or community facilities/agencies/health care providers as indicated; maintain accurate clinical records on patients/clients.
- Plan and administer appropriate clinical, administrative and financial records systems.
- Maintain student medical files and pertinent employee Hepatitis B files in a secure and confidential manner; protect against inappropriate access without a signed release.
- Assist the College with OSHA regulated Blood borne Pathogens administration and education; conduct training for employees and student workers as assigned; advise and assist exposed individuals in dealing with medical referrals and information about exposure; assist the college with the maintenance of records and confidential medical files as per the regulations.
- Prepare various administrative/management reports.

- Confer regularly with the Dean of Students or other supervisor and other Student Affairs staff, other College personnel, and a variety of individuals/organizations outside the College (such as physicians, hospitals, State health officials, parents) to plan, coordinate and evaluate services/programs, make referrals, consult on cases, exchange information, resolve problems, and the like. Serve on various College committees.
- Plan and conduct various special health clinics and education/outreach programs for the College community. Provide wellness programs for College faculty and staff, such as blood pressure screening, cholesterol testing, smoking cessation workshops, weight management workshops, and the like.
- Keep abreast of relevant new clinical developments.

SUPERVISION RECEIVED

General direction is received from the Dean of Students/Director of Wellness Center

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

RN licensed in Vermont; bachelor's degree, plus two to four years of relevant clinical and administrative experience, preferably in higher education; or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of relevant clinical knowledge and skills, with training/experience in adolescent health care, ambulatory care and emergency medical services, health education, and counseling.
- Good planning, organizational, administrative, budget and personnel management skills.
- Ability to deal effectively with a wide range of individuals/groups within and outside of the College as both a health care provider and administrator, including public speaking and presentation skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.