



Job Classification Description

HEALTH SERVICES COORDINATOR VSC UP – PAT Bargaining Unit

**Grade 12
Exempt**

BASIC FUNCTION

To direct and coordinate the College Health Service 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, and sports physicals: 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.
- Perform on-site lab tests, including urinalysis, throat and urine cultures, tests for pregnancy, gonorrhea, mono, and so forth. Order and interpret lab analyses in hospitals; order x-rays.
- Plan and administer appropriate clinical, administrative and financial records systems.
- Maintain student medical files and pertinent employee files in a secure and confidential manner; protect against inappropriate access without a signed release.
- Administer the student health insurance program. Assist students in filing insurance claims, confer with insurance representatives or VSC

administrators regarding insurance issues, assist the College Business Office insurance related information for students.

- Assist the College with OSHA regulated Bloodborne 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.
- Supervise secretarial staff and student assistants performing office support functions for the health service.
- 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 or Assistant Dean overseeing student affairs.

SUPERVISION EXERCISED

Partial functional supervision of one clerical support staff person; administrative and functional supervision of student assistants.

MINIMUM QUALIFICATIONS

RN licensed in Vermont; bachelors 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.

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.

6/97