

JOB INFORMATION

Effective Date	7/1/2020
Job Code:	2379
Job Title:	Asst Dir, Health Services
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Health & Wellness
Job Family:	Health & Medical
Job Summary	The Assistant Director is responsible for providing leadership in developing, implementing and evaluating health services programming. Supervises the Student Health Insurance/Patient Service Specialist Coordinator. Makes budget recommendations. Oversees day-to-day operation of health services patient activities and outreach programs. Develops use of innovative technologies (Titanium EMR) to provide quality services. Provides direction on marketing initiatives and public relations materials. Provides health counseling to students. Provides leadership and general/nursing decisions for the office in the absence of the director.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Master's Degree in Nursing from an accredited School of Nursing.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of RN Nursing experience.	Required	
Some	Minimum three years of experience in college health nursing in higher education.	Required	
Less than 3 yrs	Administrative and supervisory experience.	Preferred	
Less than 3 yrs	Experience in application of information technology to health services.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Registered Nurse licensed in the state of Texas-AED/CPR for Health Professionals.	Upon Hire	Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Administrative skills in planning, budgeting, assessing, and supervision.	Skilled
• Skills in nursing and teaching a diverse student body.	Proficient
• Excellent organization, communication, and presentation skills.	Skilled
• Skills in collaborative and innovative program development.	Proficient
• Ability to apply technology in providing quality services.	Proficient
• Ability to use time management skills to prioritize the severity of patient care needs to promote patient safety and meet patient health concerns in a timely matter.	Proficient
• Work independently and effectively in the absence of supervision.	Skilled
• Understand legal issues necessary for Health Services (HIPAA/CLIA rules).	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provide nursing assessment, treatment, health education/counseling, and documentation, addressing student, faculty, and staff health concerns. Issue Medications by protocol. Perform phlebotomy procedures.	20%
• Implement innovative technology to provide quality patient services. Maintains databases and generates reports on patient usage.	20%
• Planning, budgeting, implementing and assessing health services programming.	10%
• Supervises Health Insurance Coordinator.	10%
• Coordinate pharmacy operations by assessing pharmaceutical inventory with the Pharmacist to validate: drug names, quantity, and expiration dates, and update the monthly inventory excel sheet of medications sold.	10%
• Provide training, work direction and guidance to staff.	5%
• Respond to health emergencies and provide emergency first aid and nursing care.	5%
• Consults with and assists Director and assumes responsibilities of the Director in her absence as indicated.	5%
• Maintains continuing education units as required to support personal and professional nursing growth.	5%
• Administer vaccines; check expiration dates; report the number of vaccines sold and report to Office Assistant the amount to purchase.	5%
• Performs all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description