

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Health Services Specialist (RN)	Range:	49
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for assisting in the implementation of health education services; assist in coordination of daily operations of the Student Health Center; and providing medical care to students and staff.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Prepares students for examination by physician, assists with treatment and examination as directed; performs lab procedures and screening tests and various other related nursing treatments according to legal guidelines.
2.	Administers first aid, nursing assessment and intervention, and initial emergency care according to approved procedures.
3.	Identifies student symptoms and behavior, makes independent nursing judgment regarding illnesses and determines course of actions.
4.	Refers appropriate medical problems to physicians and complex health center issues to the Director.
5.	Assists in organizing and maintaining a variety of records and files related to student insurance, liability and accident reports, and health services according to approved procedures.
6.	Organizes and maintains examination rooms and other Health Center rooms in a clean and orderly condition.
7.	Coordinates the daily operations of the Health Center which includes ordering, receiving, recording and storing supplies, medication and equipment, distributing daily lab results to the appropriate clinicians, and ensuring continuity and follow-up on patient care.
8.	Trains and provides work direction and guidance to others as directed.
9.	Assists in coordinating health education programs including substance abuse program, health fairs, and other related projects.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

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OTHER FUNCTIONS

In addition to the essential functions, the Health Services Specialist oversees Health Center Operations in the absence of the manager.

WORKING RELATIONSHIPS

The Health Services Specialist maintains frequent contact with various department and personnel, students, vendors, and outside agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

BSN degree with two years of medical office, public health or industrial nursing experience
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of Standards of Nursing Practice and California Nursing Practice Act
Knowledge of basic laws and regulations pertaining to health services
Knowledge of first aid and emergency health care
Knowledge of the appropriate safety procedures and precautions
Knowledge of the practices and principles of communicable disease prevention and control
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to identify symptoms and behavior, make independent nursing judgment regarding illnesses and determine course of action
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Registered Nurse License
A valid California Driver's License

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First Aid and CPR certification

WORKING CONDITIONS

Subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids, blood and blood products and communicable diseases, sharp objects, lifting and assisting injured students, bending and standing).
