

Posted: April 4, 2022



POSITION ANNOUNCEMENT

TITLE: DIRECTOR, CAMPUS HEALTH SERVICES

DEPT: STUDENT HEALTH

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE Negotiable at Paygrade

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Campus Health Services (CHS) attends to the physical health needs of nearly 2,000 diverse undergraduate and graduate students at New Mexico Tech by providing high quality primary care services including allergy shots, blood and/or body fluid exposures, immunizations, mental health and ADHD care, nutrition consultations, sexual health and well-being, on-call phone consultation, and travel health care. The Director of the Campus Health Services will work to ensure the Center is fully accredited by AAAHC.

The Director of Campus Health, reporting to the Associate Vice President for Student Life, provides strategic leadership, vision and direction for campus health services. The Director of Campus Health Services manages the day-to-day operations of the campus health center working in close collaboration with internal and external departments including but not limited to athletics; the campus wellness program; university counseling services, residential life and housing, and local and regional health care providers and institutions. The director prepares and maintains detailed and comprehensive reports, ensures patient record compliance, develops programs as appropriate, oversees accreditation, maintains budgetary authority and oversight, maintains all compliance reporting including state immunization reports, supervises a professional staff, leads quality improvement initiatives, manages crises as needed, maintains health care risk management, and performs other duties as assigned. The director serves as the chief student health expert for the university and coordinates the campus public health response team. The director is an active member of the Division of Student Life leadership team. Position may be 10 or 12 months. Ten-month position will run from August 1 to May 31.

Business and Administrative Management

- Determines needs and recommends policies, operating procedures, facilities and staffing within the campus student health center;
- Assists in the recruitment and selection of medical personnel;
- Directs the work of nurse and other support staff within the campus health center;
- Maintains liaison with local medical and health organizations
- Ensures the proper collection, evaluation, utilization and maintenance of all medical records on students currently enrolled
- Provide fiscal management for the Campus Health Center
- Participate in developing policies and procedures to optimize patient care at the Campus Health Center
- Hire, provide supervision, and performance management for one (1) nurse
- Maintain active professional licensure, board certification, and CME requirements

Direct Patient Care

- Provide direct patient care for all eligible patients with a focus on evidence-based and preventive care, following up with patient and/or their family as needed and appropriate
- Provides support to health service's counseling function in the areas of physical and mental health, including drug counseling services
- Provides for emergency and, as appropriate within existing policy, on-going medical treatment of students
- Provides emergency treatment for college personnel
- Completes clinical documents in accordance with HIPPA standards
- Maintain and promote a positive, professional, and respectful manner with a focus on customer service, cooperation, inclusiveness, confidentiality, and HIPAA

University Involvement

- Through membership on various campus committees and by contact with major campus administrators serves as an advisor on student health and safety education as regards all aspects of the campus environment
- Serve on various campus committees as needed.
- Coordinate the campus public health response team

Other duties as assigned

REQUIRED QUALIFICATIONS:

M.D./D.O., from an approved medical school and completion of an internship required. M.D./O.D. Board Eligible or Certified in Internal Medicine, Emergency Medicine or Family Medicine. State of New Mexico Medical License required. Demonstration of ongoing, continuing medical education and re-certification, where applicable required. Proven ability to develop and implement culturally proficient and effective outreach programs required. Highly effective written and verbal communication and interpersonal skills. Ability to communicate clearly and effectively orally and in writing demonstrated by skills to record in a neat, orderly and logical manner, as well as to engage in a helpful, non-judgmental manner orally in person and by phone required. Sustained knowledge and experience working with culturally diverse college/university populations, including ability and expertise with traditionally underserved student groups desired. Prior experience with electronic health records desired. University Health Center experience desired. Knowledge of community resources and ability to make appropriate referrals desired. Bilingual to provide therapy in English and Spanish desired.