



Director of the Student Health Center

Full Time / Salary / Exempt

REPORTS TO

Executive Vice President

DEPARTMENT

Student Health Center

EFFECTIVE DATE

March 1, 2021

JOB SUMMARY

The Director of the Student Health Center plans, implements, and assesses comprehensive health services primarily for students but also for campus faculty and staff. This position requires a background in primary health care, strong physical assessment skills, and the ability to work with college students to coordinate their health care within the philosophical and legal boundaries of the University and professional standards. The position is one of great responsibility with room for individual creativity. Preventive health care is emphasized.

RESPONSIBILITIES

Student Health Center Operations

- Assessment and treatment of students, faculty, and staff health needs.
- Provide excellent patient care for students, faculty, and staff on health issues. Care for minor injuries and illness as needed.
- Acquisition of physicians for minimal clinical time, consultation and oversight of policies and procedures.
- Work with and help maintain standardized procedures that comply with the State of Oklahoma Board of Registered Nursing.
- Be knowledgeable of current Oklahoma State laws that affect health records and immunization requirements.
- Maintain current health records on all patients (records kept for 7 years).
- Maintain current immunization records on all traditional students.
- Maintain a directory of reliable health facilities and personnel for referrals.
- Maintain and oversee the use of all office supplies, as well as maintain and oversee stock and reorder all supplies, medical and office, as needed.
- Make recommendations for equipment and enhancements.
- Administer medications, conduct in house labs, as well as coordinate laboratory services for additional testing.



- Coordinate meetings with drug reps and other contacts for lowest price for meds and supplies.
- Hire, train, evaluate and support the health center staff, create a strong vision and approach for the department.
- Assist in development of protocols for after hour emergencies.
- Partner with the University Student Life Department in response to emergencies.
- Provide TB clearance testing.
- Help with health promotion programs for the campus community.
- Coordinate the administration of the flu/covid vaccine program.
- Apprise the University leadership of any potential risks to the college community for communicable disease, including COVID-19.
- Assist in educating the campus community about risks and mitigation strategies associated with COVID-19.
- Assess students via tele-health when they report any symptoms of or exposure to COVID-19.
- Do testing for students who report symptoms of or exposure to COVID-19.
- Work with Student Life on contact tracing along with other staff or students reporting symptoms of COVID-19 or positive test for COVID-19.

Policy and Procedure Making, Interpretation and Implementation

- Provide advice and support in the development of University-wide and Division-wide policies, long range planning and responses to issues and trends affecting the campus. Effective communication skills are necessary to influence and impact decisions and outcomes.
- Initiate, implement, evaluate and monitor policies for the department that are effective, efficient and relative to the spiritual, personal, social, physical, intellectual and cultural development, and general welfare of students.
- Be responsible for development and implementation of policies and procedures that guarantee the delivery of accurate, timely, and courteous service.

Budget Management

- Prepare and submit departmental operating budget plans and proposals.
- Manage departmental staffing and operational budgets.

Liaison Responsibilities

- Counsel and advise students, faculty, staff, and parents regarding the activities, programs, and services available to students through programs such as New Student Institute, Admissions, Alumni and Development programs, and on an individual basis as needed.



- Participate in Emergency Preparedness planning, readiness, training, implementation, and assessment.
- Serve on University committees as assigned.

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity
- Knowledge of and strong commitment to the Wesleyan, Armenian theological foundation of the sponsoring denomination;
- A BSN is required;
- Must hold a current State of Oklahoma Registered Nurse license.
- Must be able to secure and prove appropriate personal liability insurance coverage.
- Ability to communicate effectively through written and verbal means. Demonstrated presentation skills desired;
- Success in cultivating collaborative relationships with numerous departments and campus programs;
- Familiarity with the uses of technology;
- Experience in managing budgets;
- Demonstrated ability to manage multiple tasks and exercise sound judgment;
- Strong analytical and organizational skills;
- Ability to operate in a highly confidential manner with minimal supervision;
- Ability to work nights and weekends;
- Demonstrated commitment to the fundamental values of service to others, community, and diversity.

Supervision Exercised:

May be responsible for the coordination of work assignments for student employees.

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

SOUTHERN NAZARENE UNIVERSITY



DIVERSITY STATEMENT

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

SOUTHERN NAZARENE UNIVERSITY

NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway



Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed



retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to an including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).