

COORDINATOR OF STUDENT HEALTH SERVICES - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the President, the incumbent in this position exercises initiative and independent action in preparing programs and policies for the provision of health services to students; counsels students in health matters and seeks solutions to health problems; provides instruction in assigned discipline. Other than counseling and guidance on health matters, there are no supervisory responsibilities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops programs, policies and procedures for providing student health services;

Prepares outlines for health science courses;

Conducts classes in assigned subjects;

Reviews all medical examination reports and records;

Counsels students with health defects or medical problems where appropriate, on the basis of medical findings and physician's recommendations;

Keeps college medical examination forms up-to-date and devises supplementary forms as necessary;

Develops orientation programs for faculty and staff regarding student health program;

Plans programs to cope with health problems such as air pollution and emergency first aid;

Counsels students regarding health career programs;

Attends administrative meetings, professional meetings and represents the College health program at meetings in the local community groups.

REQUIRED KNOWLEDGE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of student health service planning, techniques and procedures; good knowledge of subject matter taught and of teaching techniques; ability to plan and present instructional material in a clear, logical and concise manner; ability to maintain proper health counselor - student relationship; good judgment; conscientiousness; cooperative; integrity; loyalty; physical conditions commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Nursing and three years of instructional or counseling experience in the health field.

West. Co. Job Class Code: T0004

J. C.: Unclassified XII

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