



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b>		<b>Effective Date</b>	
<b>Overtime Eligible</b> YES      NO		<b>FLSA Test Date</b>	
<b>Employee</b>		<b>Supervisor</b> Erin Foley	
<b>Department</b> Student Health	<b>Working Title</b> Administrative Director of ISHC	<b>HRIS Position Number</b> H99411	<b>Supervisor Title</b> VP for Student Affairs
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b> July 1		<b>Annual Contract End Date</b> June 30	

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

The Administrative Director is responsible for the management and leadership of the Integrated Student Health Center, which includes counseling services. The Director is responsible for directing the daily operation of the Integrated Student Health Center (ISHC) in keeping with standard clinical and health promotion practices and procedures, with a sensitivity to the health needs and concerns of young adults, and mission of Oregon Tech. He/she supports quality patient care by ongoing monitoring of the patient care delivery systems and clinical practices that support optimal patient outcomes. He/she is responsible for all aspects of the Oregon Tech Integrated Student Health Center (ISHC), including staff supervision, budgetary control, client care and health program planning. This position serves as a liaison with key members of the university community. This position reports directly to the Vice President of Student Affairs.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

Master's degree in a related field with Nursing or Health Care Administration preferred, or in Social Work, Psychology, Counseling or Medical Doctor and 5 years experience in a medical clinic.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

Prefer licensure (or ability to secure license) in Oregon in nursing, psychology, counseling or health administration.

### C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				

2. Classified Staff	4	.75 - 1.0		
3. Unclassified Staff	4	.33 - 1.0		
4. Students / Others				

**Coordinating Responsibility**

**D. ORGANIZATIONAL RELATIONSHIPS**

**1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)**

Minimal supervision on a day-to-day basis.

**2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate**

**a) own time and resources**

Full Authority

**b) departmental resources**

Full Authority

**c) institutional resources**

Full Authority on ISHC fees, student health insurance, fees on services and products from the ISHC.

**What kinds of decisions will the incumbent be expected to make?**

Day-to-day operational decisions, contractual, budgeting, clinical provision and problem solving, purchasing, safety operations, state and federal law compliance, needs of the clinic, staffing and work loads, recruitment, hiring and termination, scheduling, student compliance issues.

**3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.**

	Delegated authority to develop and monitor*	\$
<b>X</b>	Develops, monitors* and controls*	\$885,000
	Limited approval authority for purchase	\$
	Purchase only with higher level OK	\$

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

**E. PURPOSE AND NATURE OF WORK RELATIONSHIPS**

<b>PERSON(S)/POSITION/ AGENCY</b> (e.g., student, staff, faculty, general public, Board of Trustees)	<b>PURPOSE</b> (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	<b>HOW OFTEN</b>
Students, Staff, General Public	Contact with others outside of the ISHC: as needed for coordination of patient care, for campus/community medical or public health issues/emergencies, and to assist the Oregon Tech ISHC in meeting its goals and objectives.	Daily

## F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	<p>Provides strategic leadership to assist the Oregon Tech ISHC staff to meet its mission, goals and objectives.</p> <ul style="list-style-type: none"> <li>• Integrate Counseling Services into the Integrated Student Health Center.</li> <li>• Develop, monitor, and implement activities to achieve established short and long term objectives of the Integrated Student Health Center consistent with the mission and goals of Oregon Tech and the community it serves.</li> <li>• Develop, implement, evaluate and revise the ISHC Strategic Plan.</li> <li>• Collect and analyze clinic operations data to evaluate and develop services, includes administering Patient Satisfaction Surveys.</li> </ul>	Daily	10
2	<p>Provide accessible, cost effective high quality health services to our students to keep them healthy so they can accomplish their educational goals.</p> <ul style="list-style-type: none"> <li>• Monitor all components of service delivery to ensure the Integrated Student Health Center's programs adhere to appropriate ethical and legal guidelines related to the delivery of this service.</li> <li>• Develop and manage the ISHC's annual budget allocation.</li> <li>• Coordinate activities related to the implementation of clinical protocols.</li> <li>• Develop and implement a Quality Assurance Program.</li> <li>• Facilitate the development of a Student Health Advisory Committee (SHAC) that advocates for health issue prioritization to the administration on behalf of the student body.</li> <li>• Offer learning opportunities for students through volunteerism and Health Promotion externships.</li> </ul>	Daily	10

<p>3</p>	<p>Collaborate with others.</p> <ul style="list-style-type: none"> <li>• Provide professional support related to student's health and wellness to Oregon Tech staff and faculty as needed.</li> <li>• Collaborate with ISHC clinicians and Student Support Team to provide appropriate management of student's physical and mental health issues as well as social and academic issues.</li> <li>• Member of the leadership team in the Division of Student Affairs, actively and purposefully supporting the Division's mission to provide programs and services to promote student development, academic success, wellness, and the development of a diverse community.</li> <li>• As a member of the Oregon Tech community, the Director acts to ensure the ISHC's programs, services, and policies purposefully serve Oregon Tech's academic mission.</li> <li>• Work collaboratively with Student Affairs directors and departments in the development and implementation of programs initiated by the ISHC and other Student Affairs departments, as needed (e.g., Residence Life, Campus Life, Admissions, etc.)</li> <li>• Participate in committees and commissions as assigned to assist Oregon Tech in meeting its necessary obligations and goals.</li> <li>• Participate in the planning and execution of new student registration and orientation programs.</li> <li>• Develop and maintain liaisons with community agencies and professionals to assist Oregon Tech in caring for its students (e.g., Klamath County Health Dept., Klamath Co. Mental Health, Sky Lakes Medical Center, Oregon Health Division, etc.)</li> <li>• Work with the local and state public health divisions to protect the health and safety of Oregon Tech students, staff and faculty.</li> </ul>	<p>Daily</p>	<p>20</p>
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4	<p>Supervise clinical and administrative performance of ISHC staff.</p> <ul style="list-style-type: none"> <li>• Recruit, hire, evaluate, discipline, and terminate staff to ensure appropriate staffing to meet goals and objectives.</li> <li>• Increase cohesion among staff and provide team-building opportunities.</li> <li>• Review position descriptions and modify as necessary to ensure work roles are effectively assigned among staff.</li> <li>• Coordinate selection, training and evaluation of any practicum students serving in the department.</li> <li>• Meet regularly with each staff member to review his/her work, in order to enhance the quality of care provided.</li> <li>• Set goals with staff and hold staff accountable for goals to ensure the department reaches its objectives.</li> <li>• Assign work to staff members consistent with departmental objectives and staff abilities.</li> <li>• Review clinical files to ensure that appropriate documentation is being maintained.</li> <li>• Work with each staff member to assist them in attaining and developing skills necessary to meet clinical, administrative, and legal standards of patient care.</li> <li>• Provide professional support and consultation to health center staff as needed (i.e. nurse practitioner, RNs, physician, counselors and psychiatrist).</li> </ul>	Daily	30
5	<p>Performs administrative leadership for clinic operations.</p> <ul style="list-style-type: none"> <li>• Assure compliance with all state, national, and regulatory mandates and recommendations as appropriate (e.g., immunization requirements, OSHA, etc.).</li> <li>• Evaluate and administer the fiduciary responsibilities for all expenditures associated with the operation of the ISHC.</li> <li>• Comply with standards and requirements of all accrediting, licensing and governmental agencies pertaining to the position and to the clinic.</li> <li>• Monitor the Oregon Tech ISHC website.</li> <li>• Work with outside vendors who provide clinic services or supplies.</li> <li>• Ensure appropriate records are maintained, develop and maintain systems for client records in accordance with Oregon Tech and rules, state and federal law, and professional and ethical guidelines.</li> <li>• Write an annual report for VPSA.</li> <li>• Address risk management issues with VPSA and Dean of Students and other parties (e.g., Risk Management, Department of Justice) as needed.</li> </ul>	Daily	30

## G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

<b>JOB FUNCTION REFERENCE</b>	<b>SKILLS, KNOWLEDGE AND ABILITIES</b>
1-5	Demonstrated clinical expertise in area of practice. (i.e. nursing)
1-5	Knowledge of ethical and legal standards of care in medical, counseling and health education practices in order to provide effective consultation, supervision and clinical care, and to make effective risk management decisions; provides all services in keeping with these standards.
1-5	Demonstrated knowledge and application of primary prevention, health education theory based practice, program planning, research/evaluation methods, assessment, and collaborative team work.
1-5	Demonstrated knowledge and application of Healthy Campus 2010.
1-5	Excellent writing, editing and oral communication skills.
1-5	An ability to work collaboratively with ISHC staff and with colleagues throughout Oregon Tech.
1-5	Skill in developing and managing a budget.
1-5	Skill in positively representing the ISHC and Oregon Tech to the larger community.
1-5	Commitment to the values of public higher education.
1-5	An understanding of and commitment to the role of the ISHC in the larger academic context.
1-5	Excellent interpersonal communication skills, with sensitivity of issues affecting students.
1-5	Collaborative, respectful management skills and an enthusiasm for developing and sustaining a positive work environment.
1-5	Excellent knowledge of primary health care delivery systems and of relevant safety issues for both patients and staff in the primary care setting and college health counseling setting.
1-5	Knowledge of the principles of growth and development through the life span.
1-5	Competence in working with individuals from a variety of cultures (e.g., of varying ethnicities, national origin, race, gender, sexual orientation, disability, etc.)
1-5	Knowledge of current laws, rules, and regulations related to medical practice, including accrediting, licensing and governmental agencies rules and regulations pertaining to care delivered at the Oregon Tech ISHC.
1-5	Knowledge of program planning and evaluation, continuous quality improvement.

## **H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT**

**Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.**

<b>JOB FUNCTION REFERENCE</b>	<b>PHYSICAL CHARACTERISTICS</b>

1-5	While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
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## **I. ADDITIONAL JOB-RELATED INFORMATION**

**Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.**

- A passion for health and wellness.
- An understanding of the diverse needs, as well as the diversity of the OIT college student population.
- Dedicated to making healthcare accessible and affordable for students through ethically sound practice, confidentiality and integrity.
- Experience in managing and providing health care services for demographically and globally diverse populations, ensuring continuity of care in an interdisciplinary environment.

Employees will work in a safe and compliant manner including successfully completing all required safety training. In supervisory capacities, employee will also ensure that staff works in a safe and compliant manner.