



Job Description

Job Title: Senior Manager – Health Center

JTC: CQC

Salary Range: N06

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and models integrity in decisions, communication and treatment of all individuals internal/external to the college community. Protects the privacy and confidentiality of employees, students and others. Creates a work environment that embraces and appreciates diversity. Enables employees and/or students to grow and succeed through positive feedback and instruction.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating organizational and departmental plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions.

Clarifies and communicates performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Makes decisions that are based on thorough analysis of issues and uses sound judgment. Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher from an accredited nursing program plus three (3) years of related experience, current license to practice as a Registered Nurse in the State of Texas, and current cardio pulmonary resuscitation (CPR) certification. Official transcripts, license and certification are required.

*** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the day-to-day operation of the Health Center, and provides direction and supervision to students and staff across multiple campuses. Responsible for administrative and management functions, by setting a clearly defined high quality and culturally competent care. Collaborates with staff and ISD Administrators to identify, develop and implement best practices for tracking health care needs. Ensures the Health Center is compliant with policy, legal, regulatory and licensing requirements.

Demonstrates the ability to perform physical assessments of patients, and determines patient acuity level, health programming requirements and appropriately assigns trained staff, volunteers and individuals across multiple disciplines to assist as needed. Identifies potential ramifications of minor's continuous request of health services and medicines from the College Health Center.

Primary campus liaison to local and state health departments for matters involving health, wellness, and infectious disease control. Supports additional campus programs by reviewing and interpreting health advisories, wellness programs and local and state health data as needed. Utilizing extensive skills and knowledge to develop a series of actions to identify issues, gather and evaluate data and promote resolution of problems.

Interprets and prepares federally mandated documents for the biennial Drug-Free Schools and Communities Act, utilizing data collected from multiple departments, district and local health agencies. Collaborates with campus facilities to incorporate monthly automated external defibrillator (AED) maintenance checks, to ensure machines are adequately working to maintain the AED warranty.

Reads interpret and implement the State of Texas THECB statement, regarding Bacterial Meningitis. Meets with and explains to international students and staff the importance and requirements of taking a purified protein derivative (PPD) skin test to determine if the student suffers from tuberculosis and discuss the consequences. Strong communication skills both orally and in writing to ensure that important information regarding health policies are adhered to. May use multiple channels or means to communicate important messages, such as sign language. Excellent customer services skills.

Supervise approximately 2-4 employees; with a budget that varies.

Performs other duties as assigned.



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.