

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Director of Health Services

POSITION OVERVIEW

The Director of Student Health Services is responsible for the overall management and delivery of health services provided to students at Maine Maritime Academy. The Director will provide oversight of the daily operations of a unique community and program. The Director will ensure delivery of health care within the confines of the Nurse Practice Act of the State of Maine. Administration of the department includes budget preparation and management, providing education to students on current health trends and concerns, acting as a liaison between students and faculty/staff when necessary and providing certified and professional urine collection and documentation for the Academy's Drug Testing Program. This is an 11-month salaried union position, August 1 – June 30, assigned to the Supervisory unit.

DUTIES

- Directs and manages the Health Services Center and its personnel, to include a contract physician, a part-time nursing staff and other administrative support. Ultimately responsible for the daily operations and administration of the Health Services Center.
- Provides nursing assessments for Academy students, graduate and undergraduate, that present with health concerns, in order to collect data that will support the creation of an individual plan of care for the student.
- Executes care plan and directing follow up care as necessary.
- Works with the Academy physician in screening the physical examination and immunization forms of entering first year students and notifying students of potential United States Coast Guard (USCG) disqualifiers.
- Prepares equipment and aids physician during examination and treatment of patient
- Facilitates patients' active participation in all aspects of their own health care
- Records all care information concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms/databases. Maintains a confidential medical file on each matriculated student.
- Ensures compliance with Federal and State regulations such as HIPAA and OSHA, as well as USCG Licensing requirements. Maintains and inventories all supplies and equipment for Health Services during the academic year and for the Training Ship State of Maine before and during cruise, as necessary.
- Maintains certification as a Certified Professional Collector for the USCG Drug Testing Program. Maintains accurate and searchable drug-testing records on employees and students alike, coordinates with Human Resources and provides data for annual report. Archives data as required for Coast Guard audits.
- Serves as Academy's liaison to area health agencies and laboratories.
- Assists students and parents with insurance information, questions and claims and the collection and review of required forms.
- Hires, trains and coordinates nurses for use when necessary.
- Serves as a member of the Academy's Behavioral Intervention Team (SEA Team).
- Collaborates with all departments as necessary but works most closely with Counseling Services, Athletics, the Regiment of Midshipmen and Residential Life.
- Responsible for maintaining working knowledge of Academy policies and procedures and a commitment to supporting same.

The statements above reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. The Academy may assign reasonably related additional duties to individual employees.

SKILLS

- Demonstrated ability to work well with college aged population.
- Excellent interpersonal, oral and written communication skills.
- Ability to work in a fast-paced environment and manage multiple competing demands.
- Commitment/openness to integrated therapies and approach with counseling services.
- Ability to handle sensitive financial information with strict confidentiality.
- Knowledge of supervisory, managerial principles.
- Exceptional organizational skills.
- Proven ability to manage budgets.

REQUIRED QUALIFICATIONS

- Minimum of an RN License and a Bachelor of Science in Nursing (BSN).
- A board-certified Nurse Practitioner or Nurse with a BSN from an accredited program.
- Current licensure in good standing in Maine (or ability to become licensed in Maine).
- At least three years of progressive leadership in a health care setting (or equivalent experience), supervisory experience, and ability to build effective teams.
- Computer savvy: knowledge of Microsoft Office Products: MS Word, Excel as well as other medical software.

PREFERRED QUALIFICATIONS

- Master of Science in Nursing (MSN).
- Certified Professional Collector (must obtain once employed.)
- Experience in adolescent medicine and/or college health and emergency nursing.
- An understanding and familiarity with athletic medicine and concussion management.

SPECIAL CONDITIONS

- Tobacco-free campus.
- Criminal background check required.

ENVIRONMENTAL/PHYSICAL REQUIREMENTS

- Exposure to and care of sick, injured, disabled, to include blood-borne pathogens and infectious diseases.
- Sitting/computer keyboard manipulation/computer screen.
- Must be able to visually inspect work and generate own work on computer
- Ability to lift twenty (20) pounds. Moving, lifting or transferring of patients may involve lifting of up to fifty (50) pounds, as well as assist with weights of more than one-hundred (100) pounds.
- Ability to stand for extended periods
- Fine motor skills
- Visual acuity (with or without glasses), ability to speak and hear (with or without aid).

Maine Maritime Academy Position Factor Evaluation

Job Title: Director of Health Services Job Code: 5015

Wage Grade: 24 Total Points: 528

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	6	48
	II. Physical Effort	3	30
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	4	32
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification 02/2018 Supervisory Unit