Western Connecticut State University
Division of Student Affairs
Health Services
Director

Western Connecticut State University is pleased to announce that applications are being accepted for a Director of Health Services.

The Director reports directly to the Dean of Student Affairs and has overall responsibility for the University's on-campus, ambulatory care clinic. This position oversees medical care to the student population and provides administrative supervision to clinic staff members. The Director develops and implements educational and outreach programs related to health education, wellness maintenance, and disease prevention. Additional responsibilities include development, evaluation, and recommendation of programs, activities, policies, procedures, and staffing.

Performs comprehensive physical assessment of students in order to address health care concerns and to identify actual or potential health problems; Responsible for directing the medical care of students at the University and serves as the primary contact liaison with the student's physician(s) and families; Responsible for the administration and supervision of staff within Health Services; Initiates and interprets laboratory and other diagnostic tests; initiates appropriate treatment based upon results; Clinical records and reports, including maintaining proper clinical records and reports, using problem-oriented medical records; responsible for the security of confidential health records; and supervision of completion of CT State Department of Public Health Annual Immunization Survey; Independently prescribes, dispenses, or administers appropriate medication, corrective measures, and medical therapeutics; Refers students with medical emergencies to the emergency department or Urgent Care, as indicated by acuity; Serves as a clinical consultant for Health Service nurse(s); Reviews and updates standard operating procedures for nursing personnel; Develops, administers, and conducts health education outreach services, collaborating with other departments as needed; Maintains department budget and purchases needed equipment and medications for overall coverage and efficient operation of Health Services; Responsible for ongoing review and recommendation for updating clinical protocols and procedures; Serves on the University's emergency management team to evaluate health-related emergency situations and develops effective university-wide courses of action; Serves as a liaison with community agencies, such as the STD clinic, visiting nurses, and the Department of Public Health, etc.

**Qualifications:** Master of Science in Nursing (MSN) degree is required, as is a current license as an Advanced Practice Registered Nurse issued by the Connecticut Department of Public Health. Prior to date of hire, applicant must have received approval to practice independently by the CT Department of Public Health per the CT General Statutes. Must possess the ability to interact effectively with others; interest in and ability to relate to college students; as well as have ability to work autonomously as well as in collaboration with other members of the health care team within the University Health Service; Excellent written and verbal communication skills. Experience
with electronic health record systems, such as Medicat. Experience with Microsoft Office Suite, including Outlook, Word and Excel.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

**Salary & Benefits:** The salary range for this 35 hour per week position is $88,902 – $135,475 and is commensurate upon candidates’ experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at [www.wcsu.edu/hr/benefits/](http://www.wcsu.edu/hr/benefits/).

**Application Process:** Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Health Services Director. Application materials should be submitted to hrpositions@wcsu.edu and must be received by Thursday, May 27, 2021. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. [http://wcsu.edu/diversity/affirmative-action-data-questionnaire/](http://wcsu.edu/diversity/affirmative-action-data-questionnaire/). Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

**Western is an Affirmative Action Equal Opportunity Educator/Employer**