Health Services Coordinator

Immediate Start  
Part-time 20-25 hours per week, Monday to Friday, mid-August to mid-May

The Health Services Coordinator provides wellness and illness nursing care to campus students, employees and visitors in a walk-in setting according to professional nursing standards and college health policy. Care may be provided via Telehealth or on-site. This position reports to the Dean of Students.

**ESSENTIAL FUNCTIONS OF THE JOB:**

* Stocks the campus health office with first-aid supplies, over-the-counter medications and health teaching resources.
* Provides or arranges annual training on health topics to Residence Life staff.
* Reviews student health records annually for student compliance with state-mandated immunization and health information.
* Performs nursing physical assessment of students, employees and visitors who present themselves to the campus health office with acute and chronic illnesses and injuries.
* Documents physical assessment findings according to professional nursing standards.
* Refers students, employees and visitors to campus services and local medical clinics.
* Responds to medical emergencies on campus.
* Activates Emergency Medical Services for students, employees and visitors.
* Provides first-aid supplies and over-the-counter medications to students, employees and visitors.
* Keeps records of numbers and types of employee and student visits to health office.
* Arranges annual influenza vaccine clinic for students.
* Provides annual OSHA blood borne pathogen education to at-risk employees.
* Aid in the ongoing management of COVID cases on campus including, but not limited to, tracking, checking in on students, and updating status of student health and recovery.
* Participates on the campus Meal Plan Exemption Committee.
* Participates in off campus and local Health Community Partners Meeting to help with college planning for disaster and public health emergency response.
* Collaborates with local and state public health partners on individual and worksite wellness and emergency preparedness.
* Provides nursing care, first-aid and emergency response at annual Homecoming and Commencement events.
* Reviews and updates Health Services media information in campus student handbook, catalogue and website.
* In regard to vaccine-preventable and communicable disease outbreaks on campus, work with local public health and medical providers to investigate cases, mitigate illness spread and communicate necessary information to college administration, faculty/staff, and students. Triage local Health Alerts and determine college response if needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

* Organize a clinic and manage time.
* Communicate appropriately and effectively with students, parents, administrators, and other school personnel.
* Ability to perform physical assessment and formulate nursing diagnoses.
* Ability to plan, implement, and evaluate nursing care.
* Knowledge in health promotion, health education, or similar field.
* Ability to document nursing care in an electronic health record format.
* Ability in using computer software programs, presentation technology, and Web based systems (including MS Word, Excel, Power Point, Jenzabar EX).
* Ability to collaborate with campus employees, local healthcare providers, EMS and local and state healthcare governing agencies.
* Knowledge of Professional Nursing Standards of Practice.
* Knowledge of Health Insurance Portability and Accountability Act (HIPAA).

**MINIMUM QUALIFICATIONS:**

* Current unrestricted Minnesota Registered Nursing license
* Current CPR certification

**PREFERRED QUALIFICATIONS:**

* BSN or BAN degree
* Public Health Nurse certification (PHN)
* School nursing experience and/or Licensed School Nurse credential
* Occupational health nursing experience and certification
* Healthcare provider BLS certification

**TO APPLY:**

Email cover letter and resume, preferably as pdf attachments, to [staffjobs@crown.edu](mailto:staffjobs@crown.edu)