



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 11/16/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Director, Center for Health and Wellness
Status: Full-time, 35 Hours/Week) Calendar Year Appointment
(some nights and weekends as required)
Affiliation: PSA@RIC (Professional Staff Association)
Grade: 17
Reports to: Assistant Vice President, Student Success & Dean of Students

PRIMARY PURPOSE:

The Director, Center for Health and Wellness will serve as a senior leader in the Division of Student Success to support the College's strong commitment to the Health and Wellness of its student community. The Director will provide vision and strategic leadership and will envision and enact a model of service delivery and professional training to promote optimal psychological, emotional and physical health and wellness in the Rhode Island College (RIC) community. The range of services will include prevention, intervention, psychoeducation, crisis management, and health promotion for RIC students, consultation to faculty, staff, and organizations within the campus community as well as assessing and analyzing clinical signs and symptoms, and diagnosing actual/potential health problems. This position serves as the director for counseling and health services. This position supervises staff with a focus on fostering and supporting an integrated team approach to student wellness.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Provide visionary and strategic leadership for a holistic multidisciplinary approach to student wellness, including administrative leadership for: Counseling Center, Health Services and Health Promotions.
- Create a vision for health and wellness on campus and advance the growth and improvement of these areas; serve as a thought leader among staff and faculty.
- Provide overall direction for an integrated health and wellness center that includes counseling, health services, health promotion, substance abuse prevention, and education.
- Build a cohesive team and facilitate collaborations, within Student Success, Academic Affairs, and across campus, to accomplish departmental and office goals and priorities to promote student health and wellness.
- Direct and oversee the overall operations of the counseling center and health services center, including personnel recruitment, training, supervision, and evaluation; budget management; and administrative functions; provide frequent opportunities for professional development.
- Supervise and manage direct reports, including but not limited to, the counseling staff, health services staff, graduate assistant of health promotions, and administrative professionals.
- Provide training for the staff of Residential Life and Housing, and Athletics and others on the campus.
- Organize and lead an ongoing strategic planning and assessment process for counseling and health services.

- Develop and administer policies and protocols that govern medical and mental health care and that mitigate risk to students, the staff, and the institution; keeping with current best-practices for college and university counseling centers.
- Coordinate the centers emergency and crisis response procedures.
- Participate in on-call rotation and respond to crisis situations involving students during the business day, evenings and weekends as necessary.
- Coordinate consultation, education, and outreach services to faculty, staff, and students on developmental, mental health and wellness, and harm-reduction issues.
- Establish and maintain close collaborations with campus partners, and liaise with off-campus medical and mental health providers.
- Evaluate the health-related needs of the campus community and respond to these needs.
- Evaluate the effectiveness and direct the day-to-day operations including staff supervision, provision of quality services, and budget management.
- Ensure effective and confidential use of the electronic records systems necessary for treatment, research, accountability, and planning.
- Develop standards, protocols, and establish task priorities for Health Services and Counseling Center, including part-time and special monthly staff personnel.
- Assist in the development and oversight of the Student Health Insurance Program.
- Prepare budgets, reports and proposals in connection with the work of the centers.
- Manage operational budgets. Manage contracts for the internship programs and Protocall (24-hour call in center offering mental health counseling).
- Provide information and data on request to represent the accomplishments and needs of the department.
- Serve on the leadership team for Student Success; serve as a member of the Behavioral Engagement Team (BET), Helping Others Pursue Excellence (H.O.P.E.) Team and other relevant committees within and outside of Student Affairs.
- Remain professionally current in knowledge and practice and ensure that staff remain appropriately licensed.
- Coordinate the team structure organized around the main functioning of the counseling center, comprised of professional psychologists, licensed social workers, graduate student trainees, and administrative staff.
- Other duties as assigned by the Assistant Vice President/Dean of Students and the Vice President for Student Success.
- Clinical Experience to support the following:
 - Perform comprehensive, holistic physical examinations of clients to identify actual or potential health problems.
 - Ability to provide culturally responsive, gender-respectful and confidential care to patient population and to understand perspectives and experiences related to socioeconomic class, gender identity and expression, sexuality, and race and ethnicity.
 - Assess and analyze clinical signs and symptoms, diagnose actual/potential health problems, and structure a care plan to promote optimal health with a focus on prevention, education, and health promotion; consult with other health care professionals as needed.
 - Maintain complete and accurate clinical records and reports.
 - Independently prescribe and/or administer appropriate medication, corrective measures, and medical therapeutics within legal scope of practice.
 - Provide referrals to consulting specialist and conduct follow-up as necessary.

- Initiate emergency treatment of acute medical problems. Coordinate the centers' emergency and crisis response procedures.
- Participate in on-call rotation and respond to crisis situations involving students during the business day, evenings and weekends as necessary.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Vice President Student Success and Dean of Students.

REQUIRED QUALIFICATION STANDARDS:

Education:

Advanced degree in healthcare administration, public health, or related field.

Experience:

A minimum of five years of relevant progressive leadership and professional experience that includes demonstrated success in the management and supervision of health and mental health services.

Skills, Knowledge and Abilities:

- Demonstrated supervisory and leadership skills within a diverse environment.
- Strong fiscal management/budget skills.
- Well-developed skills of team management, coalition building, and operation in interdisciplinary environments.
- Knowledge of integrated care and ability to lead effectively within an integrated model.
- Excellent public speaking, interpersonal, communication, and critical thinking skills, including the ability to work effectively with people of diverse backgrounds.

License(s):

- Possess a current R.I. Advanced Practice Registered Nurse License and meet all qualifications as a Registered Nurse Practitioner in either adult medicine or family practice.
- Meet all qualifications for prescriptive privileges. (Reference: Certified Registered Nurse Practitioner as defined in Chapter 5-34-35 and 5-34-39 of the R.I. General laws. Must also possess DEA licensing.)

PREFERRED:

- Understanding of and direct experience in a college or university setting.
- Experience with Electronic Health Records and commitment to/respect for the relevant student privacy obligations.
- Experience in Women's Health.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions other than those of working in healthcare settings.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.