BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Head College Nurse

DEPARTMENT: Health Services/Student Affairs

FUNCTION: Manages the day to day activities of the Health Services Office. Oversees medical treatment services for all students and employees ensuring adherence to all safety and medical protocols and patient privacy requirements. Monitors Medical Office Activity Log and establishes and maintains department policies and procedures. Intercedes as needed with cases and evaluates health issues and symptom presentation, choosing the best course of action to achieve problem resolution. Administers First Aid and general medical treatment to all students and employees as needed. Provides health counseling and makes referrals to appropriate resource agencies.

REPORTS TO: Dean of Student Support Services

SUPERVISES: College Nurse; Student Aides

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages the day to day activities of the Health Services Office; oversees medical treatment services for all students and employees ensuring adherence to all safety and medical protocols and patient privacy requirements.
2. Monitors Medical Office Activity Log and establishes and maintains department policies and procedures.
3. Intercedes as needed with cases and evaluates health issues and symptom presentation, choosing the best course of action to achieve problem resolution.
4. Contacts parents or guardians to arrange for students’ transportation to hospital, home or family doctor as may be indicated.
5. Provides care for athletic injuries and directs patients to proper medical facilities and/or physicians after careful assessment.
6. Administers emergency care to persons in all campus buildings as quickly as accessibility and time permits.
7. Completes and files accident forms for injured students and staff; submits forms to appropriate agencies.
8. Evaluates Physical Education Department students and writes absence excuses as required.
9. Maintains optimum cleanliness of equipment and environment in the Medical Unit.
10. Refers students to appropriate counselors when indicated.
11. Distributes specific medical informational literature, pamphlets, flyers, etc. to educate students on preventive aspects of health.
12. Performs additional tasks or duties as assigned by the Dean of Student Support Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Strong supervisory skills are required. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Registered Nurse license from Accredited Nursing School or LA (RN)

Experience: Minimum of 3 years in a hospital emergency unit or similar background in school or corporate business health center settings required.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE