

# **Imperial Valley College**

## **Director, Student Health Services**

### **DEFINITION:**

Under the direction of an appropriate administrator, the Director of Student Health Services provides administrative management and coordination of student health services and mental health counseling to students; provides consultation with college staff regarding student's health and emotional issues.

### **EXAMPLES OF DUTIES:**

- Coordinate, plan, direct, and implement IVC student health and clinical mental health services;
- Provide oversight of mental health counseling, mental health assessment and brief psychotherapy to students;
- Provide referrals services to students in need of mental health resources not available on campus;
- Serve as a consultant to faculty, staff, and administration on mental health matters that influence student behavior, motivation, and learning process issues;
- Provide crisis intervention to students as needed;
- Develop workshops and programs related to student health services;
- Maintain collaborative relationships with local mental health agencies; maintain database of community resources;
- Assist in the coordination of counseling services to special populations;
- Perform other appropriate related duties as assigned;
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students
- Participate on committees as assigned;
- Provide oversight and direction to mental health staff;
- Create and implement IVC Student Health Center policies and procedures;
- Manage the department's budget.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to effectively plan and organize.
- Knowledge that race, culture, and language play a significant role in the success of students.
- Knowledge of State and Federal codes, statutes and regulations that govern California Community Colleges
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to work collaboratively and effectively with others.
- Ability to interact with integrity and honesty.
- Ability to communicate, write, and speak to small and large groups.
- Ability to maintain a budget.
- Ability to problem solve and make informed decisions.
- Knowledge of the California Community College System.

Board Approved:

**MINIMUM QUALIFICATIONS:**

- Master’s in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling, nursing or related field.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethnic/racial backgrounds of community college students.

**DESIRED QUALIFICATIONS:**

- Three years of counseling or health services experience; preferably mental health clinical counseling or other student services related experience in higher education.
- Experience in a student health center, medical center and/or clinical setting.

**WORKING CONDITIONS:**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3  
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is an educational administrator position, range 8. This position has direct responsibility for formulating and implementing policy regarding the student services of the College and the District.

Board Approved: