

University of Houston – Clear Lake

Position Description

Job Title: **Director, Health & Disability Services**

Job Code: **2274**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	MS Degree in Nursing, Nurse Practitioner in Adult, Family Health or GYN	
Experience	Minimum of two years of administrative experience in a medical out patient setting	College Health Experience
License/Certification	RN and CNP License; State of Texas; Current CPR certification	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Director is responsible for the financial operations of the unit and coordinates all planning, assessment and evaluation activities. The responsibilities include supervision of the Coordinator of Disability Services, Health Service staff and student workers. The Director as a CNP makes medical assessments in absence of physicians, and performs the gynecological exams for the Women's Health Clinic. The person also oversees the day-to-day operations of the Health Center which serves staff and faculty in addition to students. This position is responsible for all medical liability issues as well as state and federal regulations. The Director supervises the Class D Pharmacy and also services on various university committees.

Duties and responsibilities	% Time
Counsels and educates clients in health related issues. Assesses medical problems for treatment and referral.	30
Performs administrative functions including planning, budget development and monitoring of five accounts, negotiation and initiation of agreements for contract professionals and lab services. Serves as UHCL representative in deliberations of annual student insurance plan. Facilitates projects, program development and planning activities as well as special duties assigned by the Associate Vice President.	30
Provides continual supervision of Coordinator, three staff nurses, two Sr. Business Assistants, two student ambassadors, and five work-study students. Organizes staffing and scheduling to meet changing needs. Conducts performance reviews, hires, supervises, and consults with contract professionals including physicians and pharmacist on an ongoing basis. Hires professionals for special programs and events such as massage therapy, vision screening, and acupuncture.	20
Reviews and audits records with physicians for quality assurance. Supervises creation and updates of all Health and Disability Services policies, procedures, medical protocols and forms. Oversees all medical operations for liability issues, supervises adherence to federal and state regulations for OSHA, CLIA, ADA and State of Texas Pharmacy Board.	10
Serves as primary resource medical person for all campus emergencies and is representative on Environmental Health and Safety Committee; Crisis Management Team.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.