

## ST. BONAVENTURE UNIVERSITY

### SPECIFIC JOB DESCRIPTION

Position Title: Director of Health Services and Nurse Practitioner

Supervisor: Vice Provost for Student Life

#### POSITION DESCRIPTION

*General Job Description:* Responsible for the administration, strategic planning and daily management of the Health Services Department. Provides independent acute and/or routine medical care to St. Bonaventure University students. Works collaboratively within a multidisciplinary health team to include a sponsoring physician, health services department employees and community health care organizations.

*Education:* Graduate of an accredited post RN Licensure Program i.e. BSN with NP Certificate Program or Masters prepared with Nurse Practitioner and Certification by NY State Education Department. Must be currently licensed by the State of New York.

*Experience:* Five (5) years general nursing, including two years administrative/managerial experience preferred.

*Occupational Group:* Executive/Administrative/Managerial

*FLSA:* Exempt

#### *Example of Duties:*

- Obtains detailed history and performs physical examinations on patients; assesses and treats acute/chronic problems and provides direct patient care.
- Manages and communicates patient information appropriately.
- Identifies and provides the patient with appropriate information regarding assessed educational needs. Integrates with the Counseling Center and CARL Center to provide education programming for students, staff and faculty.
- Prescribes medication and other interventions in accordance with patient needs.
- Consult with sponsoring physician on a regular basis to maximize patient care.
- Supervise one registered nurse and one medical office assistant
- Schedule nursing staff coverage and completion of time sheets.
- Responsible for interviewing/hiring, training and supervising new department personnel.
- Prepare and administer the departmental budget.
- In charge of inventory, ordering and restocking all medical and office supplies and equipment.

- Responsible for University compliance with New York State Public Health Laws including but not limited to 2165 & 2167.
- Will function as the Campus Educational Coordinator, in cooperation with the Director of Human Resources, for present and future education/immunization and documentation on ECP requirements. Assist with OSHA regulations including blood born pathogens and high risk employees
- Ensure that appropriate services policies and protocols are developed and implemented.
- Serve as a liaison between the staff and administrative personnel by relaying pertinent information and by discussing and resolving problems and issues.

#### QUALIFICATIONS FOR APPOINTMENT

- Must possess strong clinical, administrative and managerial skills.
- Comprehensive knowledge of accident and health insurance and the process of claim filing.
- Must possess excellent communication skills, both oral and written.

*Physical Requirements:* May be required to lift, push or pull up to approximately 50 pounds. May be required to assist in moving a person. May be exposed to blood born pathogens and other pathogens.

- Management reserves the right to change or reassign job duties or combine positions at any time.
- May 2009

Founded in 1858, St. Bonaventure is a Catholic university dedicated to educational excellence in the Franciscan tradition. Located in Western New York, the residential campus is 70 miles southeast of Buffalo, on the New York/Pennsylvania border. Our beautiful 500-acre campus boasts distinctive Italian architecture in a picturesque setting.

St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff, and student body, and strongly encourages applications from the entire spectrum of a diverse community. Applications should include a cover letter responsive to the above position requirements and a current resume to the Office of Human Resources, St. Bonaventure University, St. Bonaventure, NY 14778