



BENNETT COLLEGE

Job Posting

Title: Coordinator of Health Services/Nurse Practitioner - P/T

Date of Posting: 06/28/18

Closing Date: Until Filled

Job Code: 18-0628BRC

Department: Health Services

Reports To: Director for Counseling & Supervisor, Health Services

GENERAL SUMMARY:

The Coordinator is responsible for maintaining the daily functions and operations of the Student Health Center. This individual must maintain a current knowledge of health practices and wellness concepts, thus encouraging an optimal level of health for all students. She/he must be available 20 hours/week.

ESSENTIAL JOB FUNCTIONS:

- Establishes and implements a comprehensive health program
- Maintains daily clinic to address all health related and medical needs, which includes making appropriate referrals
- Administers care in accordance with the College Physician's written orders
- Determines supply and equipment needs and secures necessary supplies
- Maintains confidential medical records on all students including immunization records, physical examinations and insurance verification
- Insures the College's compliance with North Carolina Immunization Laws
- Addresses claims with student insurance provider
- Develops and presents regular programs to address wellness and students' interest and needs

- Works with local agencies and physicians in an effort to provide care to students
- Reviews all requests for special consideration regarding medical needs (e.g. meal plan, air conditioning, single rooms, etc.)
- Documents all patient/student data
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of College mission, policies and procedures
- Knowledge of medical procedures appropriate to position including current medication and knowledge base of side effects and contraindications, CPR and first aid
- Knowledge of North Carolina Immunization Laws
- Knowledge of current health practices
- Knowledge of local and community resources
- Skills in using computer software (MEDICAT & Jenzabar)
- Skills in handling medical emergencies
- Ability to provide educational programs within the scope of the College's mission
- Ability to work well with students, faculty and staff
- Ability to handle multiple tasks
- Ability to work under pressure while attending to details
- Ability to work independently
- Ability to establish trust among the student body
- Strong interpersonal and communication skills and the ability to work within a diverse community

EDUCATION AND EXPERIENCE:

- Registered Nurse Practitioner or Physician Assistant with North Carolina licensure
- At least three years of experience working preferably with young adults.
- Valid North Carolina driver's license required

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **18-0628BRC**
- list of three to five work references including name, address, telephone number and email address
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.