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Posting Details

Posting Number: 0604794

Job Title: DIRECTOR - Health Services

Position Type: Exempt

Full Time/Part Time: Full Time

Department: HEALTH SERVICES

General Description: This is a managerial position responsible for serving as the general public health officer for Stephen F. Austin State University. Responsible for serving as the administrative head of the Health Services department; directing all aspects of the student healthcare program and student health policies; and overseeing the budget, quality assurance, compliance and risk management, marketing, administrative support and health education/wellness outreach. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This is a security-sensitive position. Reports to the Assistant Dean of Student Affairs for Support Services.

- Essential Job Functions:**
1. Diagnoses and treats patients and provides general medical services as needed to designated groups affiliated with the university. Manages, supervises and provides leadership to the day-to-day activities of the Student Health Clinic.
 2. Manages, supervises and provides leadership of the day-to-day activities of the Student Health Clinic.
 3. Supervises mid-level practitioners and performs chart reviews as required by state regulations.
 4. Controls and oversees budgets.
 5. Addresses customer concerns and the university and local communities on matters related to public health.
 6. Oversees the creation of and updates relevant marketing materials.
 7. Serves as the primary custodian of records related to student health and ensures compliance with state, federal, and local laws and guidelines as well as university policy.
 8. Provides relevant training to the staff on professional development issues.
 9. Conducts assessments and collects data relevant to the effectiveness of health clinic programs and services.
 10. Serves on university committees/work groups and provides relevant medical perspectives as appropriate.
 11. Advises the Dean of Student Affairs on matters related to student/community health concerns.
 12. Plans relevant informational/educational campaigns and programs as necessary.
 13. Coordinates medical services for athletes and designated groups.
 14. Maintains professional atmosphere, confidentiality of medical records, and compassion for each patient.
 15. Supervises receipt of payments for medical services from students.

Non-Essential Job Functions: 1. Performs other related duties as assigned.

- Required Knowledge, Skills, and Abilities:**
1. Knowledge of, or ability to learn, university policies and procedures.
 2. Knowledge of methods and procedures in the field of general medicine and of the principles of the development, implementation, and

- documentation of individualized care and treatment plans.
3. Knowledge of, or the ability to learn, policies, procedures, and guidelines established by professional organizations and/or governing agencies.
 4. Skill in the diagnosis and treatment of illnesses.
 5. Skill in the use of medical diagnostic and treatment tools and equipment.
 6. Skill in using computer applications including spreadsheet, database, and word processing software.
 7. Organizational skills in managing projects simultaneously while maintaining a satisfactory work product.
 8. Ability to communicate effectively in both oral and written form.
 9. Ability to establish and maintain a good rapport with university faculty and staff, students and the general public.
 10. Ability to manage a budget and work within the constraints of that budget.
 11. Ability to provide administrative guidance within the area of responsibility, providing direct training and supervision as needed.
 12. Ability to examine, diagnose, and treat physical and mental disorders.
 13. Ability to conduct and interpret routine laboratory tests.

Contact Name(s): Dr. Michael Walker
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Education: Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) is required. Board-certification or board-eligibility in a primary care discipline is required.

Experience and Training: Five years of related experience is required. Progressive experience with increasing responsibility and scope in the management of health promotion and wellness services is required. Supervisory experience is required. Experience in an academic environment is preferred.

Work Hours: Monday - Friday
8:00 AM - 5:00 PM

Posting Date: 01-30-2017

Closing Date: Open Until Filled

Special Instructions to Applicants: Please upload your transcripts and copies of medical licenses as one document for the required "Other Document."

Minimum Pay Rate: Commensurate with Experience

Mid Point Pay Rate:

Specific Job Requirements/Duties for this Posting

Is this an internal posting only? No

Applicants will be contacted by the hiring department if selected for an interview

If you have specific questions about this job posting, please contact HR at (936) 468-2304.

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