



Director of Wellness Services

Updated December 2021

Overview

The Director of Wellness Services at Sterling must have an understanding of our mission of ecological thinking and action and support the College's vision of being a community in which people of all backgrounds and identities feel at home, where differences are embraced and individuals take responsibility for furthering the dignity of all.

The Director of Wellness Services is a Registered Nurse who reports to the Dean of Community and is responsible for overseeing, implementing and communicating Wellness Services to the students at Sterling College. This person will provide nursing care, patient education, and clinical support within the scope outlined by the Vermont State Board of Nursing and Vermont Statutes. *This is a full-time position, but part-time and flexible hours will be considered.*

Position Summary

The Director of Wellness Services will be a self-directed and self-motivated professional who communicates effectively in a manner that protects patients/student confidentiality and is sensitive to their individual needs. This person will actively establish, maintain and work cooperatively with internal and external professional relationships; assume special projects as directed; and recognize/propose opportunities for projects which will benefit the goals of the Wellness Center at Sterling.

This position requires significant hands-on engagement as well as collaborating with and empowering staff and students across the institution in the area of wellness. Additionally the position requires utilization of external partnerships and maintaining relationships with local health and wellness resources (Lamoille Health Partners, local counselors, VDH in Morrisville, Local Emergency Planning Committee in Newport, and others) to ensure Sterling is encapsulated in a full spectrum of wellness support services and students have barrier-free access to healthcare when needed.

Sterling College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, gender presentation, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Position Responsibilities

Direct Student/Patient Support:

- Communicate with incoming and matriculated students in regards to medical history documents, completion of Health History Documents, and insurance requirements for attending Sterling College.
- Educate new students on Lamoille Health Partners affiliation for dental, neurology, medical health and behavioral health services on a sliding fee scale and process for access of those services in person and *through* telehealth.
- Assist students with understanding and accessing Sterling Health Insurance including obtaining prior authorization as necessary for procedures, specialty visits, or telehealth visits.
- Review with each new student all medical documents and information for clarity and completeness prior to filing manually or signing off on electronic medical record entries.
- Triage student patients by phone and on site, and provide appropriate medical advice.
- Manage, coordinate and prioritize patient visits and daily schedule for scheduled visits, walk-in patients and urgent visit requests.
- Provide routine nursing care to patients while utilizing universal precaution practices at all times.
- Provide timely and appropriate support to patients in crisis situations.
- Document all health related visits and maintain accurate and secure health files for students per HIPAA regulations utilizing standard medical language and abbreviations and following accepted medical standards for documentation.
- Participate in and manage, as appropriate, communication with student providers and other organizations regarding patient orders and/or directives.
- Consult with the student's practitioner or Lamoille Health Partners medical support as appropriate.
- Under the direction of the Lamoille Health Partners/Sterling College Medical Director or under the RN licensed scope of care, provide or assist with ordered and/or emergency injections, medication administration and treatments utilizing the five rights of medication administration.
- Assist students with scheduling and attending telehealth and in-person health care appointments as requested or needed.
- Assist students as needed with acquiring pharmacy medications and diagnostic/lab testing, as ordered by a licensed medical practitioner.

Internal Duties and Obligations:

At the beginning of each semester:

- Calibrate blood pressure cuffs and check out dates on epi-Pen and oxygen tanks.
- Conduct or Secure annual CPR/Emergency First Aid training for Student Leaders, as well as training on use and location of AED, epi-Pen and oxygen for Community Advisors and Student Leaders.

Monthly:

- Monthly check oxygen tank valves and AED device batteries and operation.

- Work with Community Advisors and Student Leaders to ensure stocked first aid kits in residence halls and work spaces.

Ongoing:

- Maintain a presence and visibility on campus.
- Monitor, maintain and assist with procuring appropriate supplies for Wellness Center and first aid kits in office areas, residence halls and Sterling vans.
- Clean examination room tables, instruments, countertops and equipment after each student and as appropriate and necessary.
- Have a complete understanding of what constitutes hazardous waste and the disposal of it.
- Coordinate and communicate actively with other staff in order to support the Wellness Center physical space and function, including maintenance and routine cleaning, disposal of trash and recyclables on campus, dietary needs of students, and technology maintenance and upgrades including telehealth considerations.
- *Identify and* assist with development, maintenance and distribution of patient educational materials.
- Provide education to patients regarding disease processes, immunizations and other healthcare related topics including medication risk, benefits, and side effects as necessary.
- Maintain necessary skills and knowledge to obtain and maintain integrity in the collection, storage, packaging, labeling and transportation of specimens to a *physician's office* or the lab following Universal Precaution guidelines.
- Serve on the Risk Management Committee and monitor and assess risk compliance at the College.
- Stay abreast of Covid-19 developments and collaborate closely with the Dean of Community for needed Sterling interventions.
- Attend and participate in weekly IHE/DOH meeting to keep current with covid policy discussions between vermont institutions of higher education and the VT Department of Health.
- Participate in professional activities and consistently seek manners of self-education to broaden knowledge base of clinical, technical and legal developments in healthcare.

External Duties and Obligations:

- Continue a close working relationship with the Lamoille Health Partners Practice Administer to gain access to the Lamoille Health Partners/Sterling Medical director, for the purpose of Wellness Center Clinic supplies requiring a DEA license to purchase, or special situation medical concerns, or standing order needs.
- Collaborate with Lamoille Health Partners Practice Administrator and Morrisville Family Health Center for occasional disposal of Sterling Hazardous Waste including *closed and sealed* bagged items and approved sharps containers.
- Ensure understanding of any limitations of Sterling Student Insurance coverage and advocate for full coverage of telehealth visits at the beginning of each new health insurance policy period.
- Maintain a relationship with the Morrisville Vermont Department of Health as the primary contact for Sterling College overall for purposes of support and guidance from the Health Commissioner.

- Administer Closed POD partnership in collaboration with the Vermont Department of Health as requested and agreed is necessary.
- Participate in meetings of the Newport Local Emergency Planning Committee for purposes of networking, education, and resources for Sterling Wellness Services.
- Serve as advisory support to Kentucky campus for wellness services.

Required Minimum Qualifications

- Graduate or certification from an accredited school of nursing. (RN preferred, LPN accepted)
- Valid Vermont State Nursing license.
- Previous experience working with patients in a health care setting; medical office, outpatient clinic, or College clinic preferred.
- Current knowledge of nursing practice scope and understanding of own limitations.
- Demonstrated competencies in Trauma Informed Care, Harm Reduction, and Prevention
- Commitment to equity and inclusion; experience with BIPOC and LGBTQIA+ communities
- Basic computer, word processing, and on-line research skills.
- Experience with Electronic Medical Records.
- Current Vermont Driver's License

Preferred Additional Qualifications

- Background work that indicates autonomy, organizational skills, collaborative work relationships, communication and management skills.
- Solid knowledge of HIPAA allowances and constraints.
- Risk Management experience
- Program/project development experience.
- Experience with group or classroom teaching

Position Details

This is a full-time, exempt, at-will position with occasional weekend and evening commitments. A part-time or flexible position may be considered for qualified candidates.

The finalist must be willing to submit to credit and criminal pre-employment screening.

Physical Demands: *(The physical effort generally associated with this position.)*

- Work requires standing and/or being seated for up to 2 hours with the opportunity to shift and move around within those periods
- Daily extended use of computer keyboard and computer screen to input information, and access and review information for variable time periods controllable by incumbent
- Lifting, pushing, pulling, and carrying of objects up to 30 pounds; heavier items would be moved with assistance
- Finger dexterity and eye-hand coordination required to utilize computer and other office or medical equipment
- Ability to move across campus and in other locations, indoors and outdoors, up and down steps, and over paved and unpaved terrain in local weather and temperature variations.

- Interactions with others requires adherence to COVID or other protocols associated with masking, distancing, or other safety measures
- Medical interactions require following protective measures standard in the provision of professional level medical care and support including engaging with individuals who may be infectious or in the handling of infectious materials
- Utilization of cleaning products designed to create sterile or bio-hazard-free environments

Salary & Benefits

Competitive salary based on experience
Paid sick leave and vacation
Paid holidays
Parental leave
Paid Bereavement
Medical, Dental, and Vision Insurance
Basic Term Life Insurance
Long-Term Disability Insurance
Travel Accident Insurance
Retirement Contribution

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Application Process

The position will remain open until an appointment has been made, but application review will begin immediately. Candidates should send the following materials electronically: cover letter, résumé, and contact information for three references. References will not be contacted without candidate permission. Application materials should be addressed and emailed as a single PDF file to: Favor Ellis, Dean of Community, fellis@sterlingcollege.edu