

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED SUPERVISOR POSITION DESCRIPTION**

**JOB TITLE:** Health Services Supervisor

**BASIC FUNCTION:** Under the supervision of the area Director, assists with planning, organizing, and coordinating the day-to-day clinical activities of Health Services; assists in the direction of operations in the absence of the Director; provides nursing care/health services to students, staff, and faculty, including health promotion and education; and provides primary and emergency care to any person on campus.

**PROVIDES WORK OR LEAD DIRECTION TO:** Provides supervision and direction to clinical staff. May also supervise classified and short-term employees and/or student workers.

**REPRESENTATIVE DUTIES:**

1. Provides health care to students in a clinical setting; assists in coordinating medical and nursing services for assessment, testing, treatment, and referrals; assists in coordinating student physicals and immunizations.
2. Assesses medical symptoms and exercises sound clinical judgment in responding to students' health and medical emergency needs; administers appropriate treatment in accordance with the guidelines of the California Nurse Practice Act and written Health Services protocols, policies, and procedures; and/or refers to various community and/or health resources as needed.
3. Provides emergency medical care and crisis intervention to students, staff, faculty, and visitors as needed.
4. Assists in the selection, scheduling, and orientation of Health Services staff; provides input on performance evaluations of Health Services staff.
5. Maintains current knowledge base of clinical health and safety issues; provides recommendations to improve operations.
6. Assists in developing and revising protocols, policies, and procedures; assists in developing materials for Health Services programs and activities.
7. Reviews literature to maintain current knowledge regarding laboratory tests and medications; recommends lab testing and procedural changes as needed; administers medications according to written protocols and nursing standards.
8. Prepares and maintains a variety of records and reports related to assigned activities; completes health, safety, accident, and other health records and statistics.
9. Supervises or carries out inventory of all medical/surgical, pharmaceutical supplies, and health education materials.
10. Assists with the coordination of Health Services operations and programs with various college departments, community organizations, and other health services agencies.
11. Operates a variety of medical/surgical and office equipment in the Health Services site.
12. Participates in shared governance through service on planning and/or operations committees and task forces.
13. Trains, reviews, and provides direction to clinical personnel as assigned, including specific clinical operations and activities, this includes preceptor slip of nursing students within all operations of Health Services.
14. Provides assistance and input to the Director for performance appraisals of Health Services staff.

15. Assists the Director in reviewing and evaluating all services offered by the Health Services department; travels to all colleges of RCCD as needed for staffing purposes.
16. Serves as a member of the Management Association.
17. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
18. Performs other related responsibilities as may be assigned.

**EDUCATION:** An Associates' Degree or higher from an accredited institution in Nursing is required. A Bachelor's degree from an accredited institution in Nursing is preferred.

**EXPERIENCE:** A minimum of three years of experience as an RN in a clinical setting, including ambulatory care, acute care-outpatient, public health, and/or college health is required. Experience with clinical management and supervision of clinical staff is preferred. Adult CPR/Basic First Aid instructor is preferred. Must be able to demonstrate competence in Phlebotomy techniques in an ambulatory care setting and current immunization practices and techniques. Must have basic understanding of preventive care and screening techniques in an ambulatory care setting.

**LICENSES/CERTIFICATIONS:** A valid Registered Nurse License and a valid Adult CPR Certification are required. (Must have or be able to obtain a valid California Registered Nurse license by the time of employment.)

**KNOWLEDGE OF:** Principles, practices, methods, and procedures of nursing; public health nursing issues and problems; clinical management and decisions-making; California OSHA requirements for Healthcare workers; computer technology—Microsoft applications; medical records maintenance and report writing techniques. Basic managerial principles.

**ABILITY TO:** Meet schedules and timelines; read, interpret, apply, and explain rules, regulations, requirements, and restrictions; analyze situations accurately and adopt an effective course of action; work independently with little direction; communicate effectively, both orally and written; assess acute and sub-acute illnesses in the young, middle, and older adult; utilize sound clinical judgment to initiate interventions and evaluate their effectiveness; problem solve and think critically.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Co-workers, community health agencies, private physicians' offices, hospitals, clinics, Risk Manager, police, and patients.

**WORKING CONDITIONS/PHYSICAL HAZARDS:** Category one in blood borne exposure; potential exposure to blood or body fluids, infectious diseases, puncture wounds; and workplace violence; use of gloves, gowns, masks, goggles are required as stated in standard precautions. Documentation of: immunity to Hepatitis B and Varicella or immunization series documentation; TB clearance; Tetanus/Diphtheria vaccine documented within 10 years.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.