Assistant Dean of Students for Emmons Wellness Center
Emmons Wellness Center

POSITION SUMMARY

Reporting to the Vice President for Student Affairs and Dean of Students, the Assistant Dean of Students for Emmons Wellness Center provides vision, leadership, and manages the daily operations of Occidental College’s Student Wellness Center. The Assistant Dean is student-centered, a skilled manager; an effective health educator and strong student advocate; a committed, visible collaborative member of the College community; and a leader with a breadth of perspective and very strong experience in supporting inclusivity, and issues of equity and justice.

The Assistant Dean of Students for Emmons Wellness Center facilitates collaboration between the College’s integrative medical and counseling services and develops policies, procedures, and recommendations to enhance practice and quality assurance. The person in this role ensures compliance with federal, state, and local laws and regulations, professional standards, and College practices. The position oversees outreach programs that emphasize wellness and healthy living, and includes Project SAFE (Sexual Assault Free Environment). The Assistant Dean of Students for Emmons Wellness Center facilitates the planning, promotion, and evaluation of wellness programs and services. This leader participates in the activities of the Division of Student Affairs, and represents the Wellness Center to students, parents, and other stakeholders in the College and local community. The successful candidate will serve as chair of the College’s Alcohol and other Drug Committee, as well as serve on other select Divisional and College administrative groups or committees as assigned.

It is essential that the Wellness Center’s services and programs contribute to students’ personal and academic success. The Assistant Dean of Students for Emmons Wellness Center supervises the College’s Medical Director, the Director of Counseling Services, the Lead Nurse Practitioner, Project SAFE Coordinator, the Club Athletic Trainer, and administrative staff. This position also coordinates the supervision of Emmons student workers. The Assistant Dean of Students for Emmons Wellness Center establishes long-and-short range goals and objectives for the Wellness Center; develops and submits budget recommendations, monitors, verifies, and reconciles expenditure of budgeted funds; and constantly seeks to lead the Student Wellness Center in maintaining the highest quality of services possible.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Administration
- Manages the day-to-day operation of the Student Wellness Center.
- Directly supervises, manages, mentors, and holds staff accountable for timelines and responsibilities.
- Maintains all relevant employee files and records of professional development and skill sets.
- In coordination with the Director of Counseling Services, ensures appropriate staffing and service supporting excellent patient care and smooth functioning of all clinical areas.
● Attends relevant campus meetings to represent the department.
● Prepares and submits all Health Service data into monthly reports on a timely basis.
● Conducts and facilitates proactive health education outreach to students.
● Attends and represents Wellness Center at health fairs and orientation sessions.
● Oversees the evaluation of patient flow, billing, and insurance evaluation.
● Oversees the resolution of issues related to accounts, complaints, and other concerns.
● Assists in the care of high-risk or severely ill students through the use of resources both internal and external to the Wellness Center.
● Manages relationships with community agencies.
● Ensures Wellness Center compliance with OSHA, HIPAA, and state laws, standards and other regulatory requirements.
● Develops and ensures that clinical and operational Quality Assurance and Quality Improvement initiatives are implemented by counseling and medical Directors. Ensures that operational and administrative initiatives are implemented as part of daily clinical practice.
● Provides expertise and leadership in developing and evaluating College policy related to student health issues.
● Develops and implements annual goals, assuring medical and counseling services are carried out in accordance with institutional priorities and division goals.
● Collaborates with Campus Safety regarding public health crisis/emergency response plans.
● Coordinates Student Wellness Services staff in the event of an emergency.
● Provides opportunities for professional staff development.
● Manages accounts for necessary vendors such as electronic health record and 24/7 hotline.
● In coordination with the Director of Counseling Services, the Lead Nurse Practitioner, and the Project SAFE Program Manager, monitors the annual budget for the Student Wellness Center.
● In coordination with the Director of Counseling Services, the Lead Nurse Practitioner, and the Project SAFE Program Manager, evaluates and prioritizes budget requests for the Vice President for Student Affairs and Dean of Students.
● Maintains technological currency. Directs use of computer and telecommunications resources.
● Performs other duties as assigned by the Vice President for Student Affairs and Dean of Students.

**Educational Programming**

● Develops and provides oversight for student health promotion and disease prevention efforts, focusing on self-care initiatives.
● Develops and provides oversight for student-related alcohol and other drug prevention and education efforts.
● Coordinates with medical and counseling staff to conduct outreach programs related to student wellness.
● Collaborates with other Student Affairs staff to develop content for training and educational programs.
● Collaborates with student clubs related to student wellness to create outreach programs (examples are Active Minds).
● Advises Student Wellness Advisory Committee (SWAC) to gather student feedback regarding medical/counseling services. Coordinate with SWAC to develop and conduct public health and outreach initiatives.
● Conducts student needs assessments in order to guide programs and services that promote student development and success.

**Equity and Justice**

● Lead efforts at Emmons to ensure equitable and just support, advisement, and treatment of students from differing backgrounds, identities, and experiences.
● Provide leadership that ensures that the wellness center is a welcoming and inviting environment that attracts students from diverse backgrounds.
● Provide leadership to assess the unique medical and mental health needs of Oxy’s diverse student body.
● Ensure that staffing at the wellness center is reflective of the demographic of the College’s student body.
● In consultation with other leaders at Emmons, support efforts to ensure professional development opportunities related to equity and justice for Emmons staff.
Quality & Safety
● Ensure medical and counseling staff conduct regular medical-staff, counseling-staff, and combined medical/counseling staff clinical case review meetings to maintain the highest technical, legal, and ethical standards of care.
● Provides strategic planning and development of new programs.
● Evaluates programs and services to ensure best practices are employed and Wellness Center goals and objectives are met.
● Refers clients to campus departments and community health providers for necessary services not provided by Emmons Wellness Center.
● Advises administrators, students, faculty, and staff concerning student health issues.
● Maintain strict privacy and confidentiality regarding medical information or records regarding employees.

Customer Satisfaction
● Identifies Emmons’ standards of excellent customer service in terms of what this means to Emmons Wellness Center staff; sets the standards and then benchmarks standards to assure they are being met.
● Sets and maintains the standard for excellence in customer service.
● Serves as principal liaison to Student Health Insurance program staff.
● Communicates Wellness Center services to different stakeholder groups.

QUALIFICATIONS

Required Qualifications
● Master’s/doctorate in a health or psychology-related field, or Master’s degree in public health, health services administration, or business administration.
● Outstanding verbal and written communication skills.
● Minimum five years of leadership in healthcare administration.
● Demonstrated fiscal management ability to utilize innovative approaches to generate funding, ability to be a collaborative leader within an experienced multi-disciplinary team, and a collaborative, preventive approach to providing health services to the needs of a diverse population.

Preferred Qualifications
● Experience in college health administration is strongly preferred
● Demonstrated commitment to equity and justice in the provision of wellness services.
● Experience working with the college student population strongly preferred.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the resumes@oxy.edu and deanofstudents@oxy.edu.
For full consideration, please submit your resume and cover letter by no later than October 15, 2021.

Additional Information:

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability,
Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.