



**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**

Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF THE WELLNESS CENTER

An Academic Supervisory Position (Exempt)
Grade 193E – Salary Schedule 35

A. General Statement

Reporting to the Dean of Counseling, The Director of The Wellness Center will provide overall leadership and coordination for, plan, manage and supervise staff, programs, budgets and services provided by the Disability Resource Center, Personal Counseling Center, and Health Center. Public contact is extensive and includes staff, students, other educational institutions, business and community representatives and leaders, campus visitors, and the general public. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. The Director of The Wellness Center supervises the work of faculty, classified, and other staff and student assistants as assigned.

Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provides day-to-day coordination of all three programs in The Cañada College Wellness Center: The Disability Resource Center, The Personal Counseling Center, and The Health Center
2. Plan, provide leadership for, organize, and direct the development and review of division curriculum for students with disabilities in conjunction with other administrators and in accordance with district/college policies and procedures
3. Provide information and various resources about programs, courses, and services under the areas of supervision
4. Supervise a diverse staff assigned to the programs under the areas of supervision
5. Assess the annual department or program staffing requirements and recommend changes to staffing as required
6. Develop and manage the program budgets, including preparation of federal, state, and local reports ensuring compliance with local, state, and federal expenditure guidelines
7. Lead and participate in the research, preparation, application for, and follow-up procedures required for grants and other external sources of funding
8. Ensures that all services rendered are in compliance with governing regulatory agencies (CLIA, FPACT, etc.)
9. Assures that The Wellness Center is maintained in a neat and organized manner
10. Assures that biomedical waste and hazards are disposed according to established procedures
11. Oversees inventory of first aid supplies and other related supplies;

12. Ensure medications are kept in secure cabinets
13. Observes and reports any unusual behaviors or unsafe student activity to school administrators
14. Assumes responsibility for intervention and coordinate counseling appointments for students with mental health issues in conjunction with the Dean of Counseling
15. Maintains student health, disability, and personal counseling records and files and accident reports including treatment records/logs, immunization records, handicap and allergy information, and hearing/vision screening to include computer data entry of information while assuring confidentiality at all times
16. Ensures that all information is documented clearly, accurately, and legally
17. Participates in the accreditation process
18. Participates in shared governance committees
19. Performs related duties as assigned

C. Requirements

1. Master's degree in nursing and a California Public CCR 53411 Director/ Health Nurse certificate; Health Services Coordinator/College OR Nurse Bachelor's degree in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health or community health.

AND

2. Master's degree in rehabilitation counseling; OR counseling, guidance counseling, clinical or counseling psychology, education counseling, social work, career development, *marriage and family therapy or *marriage, family and child counseling; AND
 - i. 15 or more semester units in upper division or graduate level course work specifically related to people with disabilities;
 - ii. OR completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field-work courses in a post-secondary DSPS program or in a program dealing predominantly or exclusively with people with disabilities;
 - iii. OR two years of full-time experience, or the equivalent, in one or more of the following:
 - o Counseling students with disabilities;
 - iv. OR counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities; or the equivalent.

*NOTE: A bachelor's degree in one of the above listed degrees and a license as a Marriage and Family Therapist is an alternative to this discipline.

OR

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. AND, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

- i. instruction or counseling or both in a higher education program for students with disabilities;
- ii. OR administration of a program for students with disabilities in an institution of higher education;
- iii. OR teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities;

- iv. OR administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

D. Physical/Other Requirements

This classification requires multi-tasking, flexibility, adaptability; accurate work under deadline pressure; attention to details; listening, good memory, sensitivity and tact; persuasive communication; negotiation; compromise; manual dexterity; working independent of direct supervision or specific guidelines; data analysis in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the procedures required for budget planning, assessment, implementation, reporting and tracking.
2. Understanding of and commitment to the role and purpose of the community college
3. Demonstrated knowledge and experience with disadvantaged and underrepresented students
4. Knowledge of a variety of innovative health education strategies, techniques and practices
5. Demonstrated skill in oral communication, including public speaking; and in written communication
6. Skill in implementing both short and long range operational plans and procedures
7. Knowledge of and skill in working under Federal, State and local regulations, policies and procedures
8. Proficiency in use of a variety of computer software and database programs related to student and other educational services
9. Working knowledge of Title V and other governmental regulations as they apply to students with disabilities
10. Experience in providing short-term personal and crisis counseling to students from diverse backgrounds
11. Experience with intervention programs that support student success
12. Experience developing innovative programs that strengthen the quality of services provided to students with disabilities
12. Experience developing innovative programs that strengthen the quality of services provided to students with disabilities
17. Knowledge of and experience making appropriate college and community referrals
18. Awareness of assistive technology and alternate media services for students with disabilities

(MH 1/18)