



Director of Health and Wellness

St. Thomas Aquinas College, an institution committed to the holistic development and success of its students, is seeking a Director of Health and Wellness to join this vibrant community and provide care and wellness education for its student body. This is an opportunity for an experienced Registered Nurse to build upon the solid foundation in Health Services and deliver high-quality care and education to students. The Director will be expected to have a true passion for working as part of a community that is caring and student-centered, strong clinical skills, the ability to educate around wellness issues, and the attention to detail required to accomplish the reporting and administrative tasks. The Director is part of a team dedicated to supporting student success while at the College and to preparing students to thrive after graduation.

Health Services at St. Thomas Aquinas College is a source of confidential health care and wellness information for all students; the office is currently staffed by the Director with part-time administrative support. The Director reports to the Director of Campus Health and Safety and is a full-time, 12-month employee.

About St. Thomas Aquinas College

St. Thomas Aquinas College was founded in 1952 by the Dominican Sisters of Sparkill. It is an independent, four-year liberal arts college in the New York City Metropolitan area, just 15 miles north of Manhattan. The College's 60-acre campus provides a safe, welcoming place for students to study at the undergraduate and graduate levels. It offers over 100 majors, minors, and specializations in the School of Arts and Sciences, the School of Business, and the School of Education. St. Thomas Aquinas College has an enrollment of close to 2,000 students, sustains a student-faculty ratio of 18:1, and provides students with the opportunity to take part in 20 NCAA Division II varsity sports teams. For more information, please visit: <https://www.stac.edu/about-stac>

Position Overview

The Director of Health and Wellness is the leader on campus in identifying and addressing student needs in relation to their overall health. This clinician and administrator is responsible for developing, implementing, coordinating, evaluating, and providing overall management to the College Health and Wellness Program, including emergency medical interventions to members of the College community. In addition, the Director provides educational workshops, classroom presentations, and other instruction regarding maintenance of good health and wellness and disease prevention, ensures compliance with state and federal laws and

regulations, connects students with local health care providers and institutions, and maintains a variety of health records.

The Director must have direct experience in primary care as well as knowledge of public health and wellness related issues affecting college students. Successful candidates will have the ability to work independently and innovatively while also effectively communicating and building relationships with stakeholders on campus. With a student-focused approach informing all programs and services, the new Director will engage the community in seeking opportunities for innovation in programs and services while ensuring outstanding quality in all aspects of care and operations.

Duties and Responsibilities include the following. Other duties may be assigned.

- Manage the day-to-day operations of Health and Wellness Services.
- Triage and evaluate students who present to Health and Wellness Services; deliver appropriate, high-quality health care treatment and prevention services consistent with nursing Scope of Practice regulations and ACHA standards; and make referrals to off-campus resources as appropriate.
- Develop, implement, and evaluate all health maintenance and health promotion activities on campus.
- Conduct ongoing assessment to support continuous improvements in program and service quality and ensure satisfactory student health outcomes.
- In partnership with the College's senior leadership team, lead campus emergency preparedness and response, including management of and effective communication about public health issues, such as the COVID-19 pandemic; assist with crisis intervention when necessary.
- Collaborate closely with Counseling and Psychological Services (CAPS) and Athletics.
- Develop and maintain relationships with other College departments, federal, state, and community health agencies, and other health related resources.
- Participate in coalitions, advisory committees, and task forces that further the mission and objectives of Health and Wellness Services, the Division of Student Development, and the College.
- Develop and facilitate health and wellness programs, initiatives, and workshops for students, faculty, and staff.
- Convene and supervise the Student Health Advisory Committee.
- Serve as a consultant and resource for faculty, staff, and administrators on health-related issues.
- Interpret, implement, and monitor compliance with state and federal laws and regulations related to health care delivery, including medical staff credentialing, immunization

requirements, reporting of epidemics/contagious diseases, and other public health matters; represent the College to the Rockland County Department of Health, Centers for Disease Control, and other external agencies.

- Manage the department's budget, procurement, and requisition and maintenance of supplies and equipment.
- Oversee implementation and maintenance of the Electronic Medical Records system; ensure confidentiality of information and compliance with FERPA and HIPAA requirements.
- Maintain mandated health and immunization records, and related required reports, and insurance information; manage insurance claims and administer the Accident Insurance Policy.
- Provide or arrange for staff training on CPR, First Aid, and AED.
- Maintain and create appropriate website and social media content and work with colleagues to disseminate that information via appropriate technology.
- Serve on divisional, college, state and/or national committees as required and assigned; actively participate in local and national college health organizations.

Required Qualifications

- Current certification as a Registered Nurse (RN) with education appropriate to ensure licensure in New York State
- Current RN licensure or license-eligibility in New York at the time of hire; NY license must be active by the start of employment.
- Minimum of five years of recent experience as a health care provider, preferably in a higher education or primary care setting
- Knowledge of, and a demonstrated commitment to, serving students with diverse backgrounds, interests, goals, and abilities
- Strong oral and written communication skills, organizational skills, and attention to detail, particularly with regard to record keeping and correspondence
- Highly sensitive, well-developed interpersonal skills
- Sound judgment and the ability to work independently
- Ability to operate confidentially in all situations
- Proficiency with technology applicable to the functions of the position

Preferred Qualifications

- Experience with adolescent and young adult patients
- Demonstrated experience in health education and health promotion activities

- Certification as a CPR Instructor
- Experience with electronic medical records

Application Process

St. Thomas Aquinas College has partnered with Keeling & Associates in this search process. Applications should include a cover letter and resume and must be sent, preferably in PDF format, to recruiting@KeelingAssociates.com. The subject line of the email should read "STAC– Director of Health and Wellness." Confidential inquiries and nominations should be addressed to Jeff Ewing, Senior Consultant for Executive Search, at jfewing@keelingassociates.com. The process will continue until the position is filled. Applications received by March 19, 2021, will receive full consideration.

St. Thomas Aquinas College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation or expression, disability, age, religion, ancestry, genetic information, marital status, veteran status or any other legally-protected category. Announcement of this policy is in accordance with State and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990. For more information, please contact: EEO, Section 504/ADA Compliance Officer and Title IX Coordinator, 125 Route 340, Sparkill, NY 10076, 845- 398-4044.