



**Position:** Director of Health Services

**Supervisor:** Vice President of Student Services/Dean of Students (VPSS)

**Job Summary:**

The Director of Health Services will specialize in one's physical health and work closely with the Student Services staff to ensure our students are receiving ongoing support necessary to meet their physical, mental and overall wellness needs. This is a 10 month benefited position.

**Work Responsibilities:**

- Provide treatment for students with minor illnesses and injury; refer students with more serious illness and injury.
- Develop and implement educational programs related to nutrition and fitness as well as the threats to wellness.
- Manage and maintain Student Health Services policies, procedures, exposure control plan, budget, and medical inventory.
- Perform urine drug screens as requested by Student Services staff and athletic staff.
- Maintain medical records for students including review and certification of all new students' health forms and immunization records.
- Maintain clinic medical records as required by medical director and state law.
- Maintain medical supplies and over-the-counter medications appropriate to the needs of students.
- Coordinate a blood drive each semester of the academic year.
- Maintain certificate of waiver for CLIA waived tests.
- Complete North Carolina immunization compliance annual reporting requirements.
- Provide CPR and First Aid training as requested by Student Services staff.
- Maintain and log AEDs and stop the bleed kits across all campuses.
- Provide assistance in processing health insurance claims for students.
- Maintain contract and perform urine drug screens for MRA conference center.
- Work with other members of the Student Services staff in providing programs, support and counseling to students in personal and spiritual, as well as health related, areas of their lives.
- Active member of various committees as requested.
- Network with outside health services for the benefit of student care.
- Other duties as assigned.

**Minimum Education and Experience:**

- Associate Degree in Nursing (ADN) required

- Bachelor of Science in Nursing (BSN) preferred
- Must be licensed to practice as a Registered Nurse in North Carolina by the North Carolina Board of Nursing
- Excellent communication skills
- Ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions.
- Outstanding organization and time management skills
- Valid driver's license

**Preferred Experience/Requirement:**

- Public health experience and/or emergency room experience
- BLS instructor certified
- Bi-lingual
- A qualified candidate will have a personal commitment to Jesus Christ and affirm and support the [vision, mission, statement of faith, and community life covenant](#) of Montreat College

**Application Requirements:**

1. Completed [application](#)
2. Cover letter
3. An updated resume.
4. Personal statement of Christian faith.
5. Three professional references.

- **By email, reply to this post or send material to Mary Ann Heinen at [mheinen@montreat.edu](mailto:mheinen@montreat.edu)**

- By mail, send to:  
Daniel Bennett  
Vice President for Student Services  
Montreat College  
Box 1267  
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**About Montreat College:**

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and Morganton supplement the main campus. The College is committed to Christ centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.

