



NORTHERN CARIBBEAN UNIVERSITY
JOB DESCRIPTION

Job Title: DIRECTOR
Reports to: VICE PRESIDENT
Department: HEALTH AND WELLNESS
Division: STUDENT SERVICES

JOB SUMMARY: The Director is required to manage the health and wellness programme for the University for the assessment, evaluation, maintenance and improvement of the health of students and workers. The Director will assist in removing or modifying health and wellness related barriers to learning in individual students and will help to promote health care services provided under the University Health and Wellness programme.

DUTIES AND RESPONSIBILITIES:

1. Supervises the operations of the Health and Wellness Department.
2. Coordinates conferences for the purpose of health and wellness promotion on the campus.
3. Facilitates consultations with students, workers regarding health issues.
4. Plans and coordinates health promotion activities such as health talks, community outreach clinics and Health & Wellness Expo.
5. Notifies students' parents in cases of serious illness; Residence Hall Deans and Vice President of Student Services in cases of illness or other health concerns of students requiring their input.
6. Follows protocol regarding required the reporting of diseases to the Manchester Health Department.
7. Supervises the checking, entering and filing of students' Medical Reports in the Aeorion system.
8. Submits monthly, bi-annual, and annual reports to the Associate Vice President of Student Services.
9. Prepares and submits the departmental budget to the Associate Vice President of Student before submission to the department of Finance for approval.
10. Supervises the upkeep of up-to-date inventory of medications, medical supplies and stationaries necessary for the efficient operation of the department.

11. Assesses and provide First-Aid, when necessary, to students, workers and visitors on campus.
12. Makes appropriate referrals when necessary to Hospitals, Health Centres, Counselling Department, Dietitians, etc.
13. Accompanies or supervise accompaniments of clients to the doctor, hospital or other areas when necessary.
14. Assists with the strategic planning for the department along with implementing new policies and directives.
15. Supervises the monitoring and appropriate quarantine of infectious diseases in the university community.
16. Prepares monthly cheque requisitions for each sessional nurse and submit to the Vice President of Student Services for approval.
17. Prepares monthly schedules of sessional nurses with copies to dormitory deans and Campus Safety and Security office.
18. Receives daily reports of health-related conditions from the Sessional Nurses.
19. Supervisions of Sessional Nurses and student workers.
20. Supervises the appropriate procedures for the condemning of expired medication and medical equipment.
21. Supervises the ordering of supplies, medications, and equipment, as necessary for the department.
22. Supervises the appropriate recording of all treatment rendered at the Clinic.
23. Serves as chairperson for the planning and execution of the Health and Wellness Expo—
Chairperson of the Health Week Planning Committee.
24. Administration of the NCU/ Sagicor Health cards system.
25. Member of, but not limited to, the following committees, Admissions Committee, Critical Incident Management Committee (CIM), Campus and Family Life Committee (CFLC), COVID 19 Health and Safety Implementation Committee and the Health and Wellness Expo planning Committee.

Supervision received from:

Vice President or designee

Liaises with:

(a) Internally:

- (a) All Academic Department
- (b) All non-academic departments

(b) Externally

- (a) Mandeville Regional Hospital
- (b) Health facilities in Mandeville
- (c) Health Director, JAMU
- (d) Ministry of Health, Mandeville Regional Office

Supervision given to:

Sessional nurse, clerical and support staff, and student worker(s),
