

**POSITION:** Student Health Center Administrative Support Staff

**DEPARTMENT:** Student Health Center (SHC)

**POSITION REPORTS TO:** Director of Student Health Services

**JOB FUNCTION:** Under the general direction of the health center director, performs overall administrative support services for the provision of basic health care for the students of the college.

**ESSENTIAL FUNCTIONS:**

- Ability to work independently managing projects and carrying out office responsibilities.
- Manages the front desk, serves as the receptionist and scheduler during clinical hours and assists with covering lunch hours and meetings.
- Works in a collaborative manner with the Nurse, Physician Assistants, Physician and Director of Student Health Services among others.
- Maintains confidential student records and performs data entry functions required to maintain student health records (EMR records input).
- Perform mass mailings for student population regarding health requirements and compliance matters.
- Formulation, participation in, and coordination of satisfaction surveys on behalf of SHC.
- Update web page as needed.
  
- Assist students and parents with insurance questions and concerns.
  
- Perform other related duties as may be assigned by the health center director that relate to the development and operation of the college health center to include but not limited to answering and screening incoming calls and greeting visitors in a friendly and courteous manner, performing clerical functions including typing reports, memos, and correspondence and providing service to students, faculty, and staff, providing information and referring them to appropriate college offices.
- Independently track, organize, and reorder supplies through established purchasing agreements.
- Maintain updated local resources and provides referral information to providers and patients.
- Maintain clean, neat, organized and professional appearing work environment.
- Appraisal and review of health records to assure that college requirements have been met.
- Track compliance and develop a timely system and format to notify students of failure to comply.
- Self-directed departmental record keeping, reporting (annual, monthly and daily), and assessment/evaluation services.

**STANDARDS OF PRACTICE FOR STUDENT HEALTH STAFF**

- Safeguards the integrity of the individual student, faculty member or employee.
- Recognizes the right and the responsibility of the individual to make his/her own decisions.
- Understands and utilizes the other contributions and professional disciplines of the college and community resources.
- Accepts and works within the bounds of professional competencies.
- Maintains patient confidentiality by following the guidelines of HIPAA (Health Information Portability and Accountability Act)
- Read and sign the King's College Student Health Center Employee Confidentiality Agreement

### **QUALIFICATIONS:**

- Excellent computer (IBM, Windows, Word, Excel, Outlook, DATATEL, Internet, PowerPoint) and typing skills.
- Excellent organizational ability and interpersonal skills.
- Desire to work closely with students, families and the staff of the Student Health Service Center.
- Willingness to learn and use electronic medical record freely.

### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear.
- The employee is required to use their hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, and climb or balance.
- The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, distance color, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Interested candidates, please email resume and cover letter to [hrjobs@kings.edu](mailto:hrjobs@kings.edu).