

WISCONSIN LUTHERAN COLLEGE

Position Description

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| Position Title: | Health Services Nurse |
| Department: | Health Services |
| Reports to: | Director of Health Services/Campus Physician |
| FLSA Status: | Non-exempt |
| FTE | .75 |
| Called: | No |
| Revised: | February 2021 |

Position Summary: The Health Services Nurse attends to the health and medical needs of Wisconsin Lutheran College (WLC) students. Through the Director of Health Services, the nurse serves as a consultant to faculty and staff members on health and wellness issues affecting the student population.

FTE Status Explanation

Position works up to 40 hours Monday through Friday during the months of August through May. Position is benefits-eligible. There will be a number of agreed upon dates (maximum of 10) throughout June and July to assist with Health Services planning.

Primary Responsibilities

- Assess, treat per physician protocols, and follow-up with students as appropriate.
 - Dispense first aid and over-the-counter medications.
 - Provide immunizations and tuberculosis skin testing.
- Serve as the liaison between WLC and other medical care providers.
 - Refer students to community resources as necessary for additional care.
 - Consult with physicians, athletic trainers, counselors, and applicable staff members.
 - Transmit relevant records and authorizations.
 - Review charges and payments
- Collect, monitor, and maintain medical and immunization records for the student body.
- Monitor institutional compliance with federal and state health requirements and complete associated reports.
- Support the campus community by providing health education and training.
- Collaborate with Director and Campus Physician regarding communicable disease(s) on campus, including COVID-19.
 - Assist in educating the campus community about risks and mitigation strategies.
 - Assess students to determine if/when COVID-19 testing is appropriate.
 - Coordinate and perform COVID-19 testing for students.
 - Assist in the tracking of COVID-19 related data.
 - Assist in contact tracing, quarantine, and isolation procedures.
- Support the mission, vision, and values of WLC and the Office of Student Life by assuming other responsibilities as assigned by a senior leader, typically through the VP of Student Life.

Essential Qualifications

- Licensed LPN, RN, NP, or PA in the State of Wisconsin.
- Knowledgeable of health and wellness issues affecting post-secondary students and an understanding of policies and practices in higher education related to student health centers.
- Documented evidence of appropriate clinical skills and the ability to provide quality health care.
- Familiarity with health insurance processes to aid students in submitting claims.
- A personal commitment to and appreciation for the mission, vision, and values of Wisconsin Lutheran College.
- Sensitivity and awareness of the diverse needs of the student population.
- The ability to effectively coordinate many overlapping tasks.
- An entrepreneurial spirit with proven leadership and managerial abilities.
- Customer service mindset and strong communication skills.
- Computer literacy in Microsoft Word, Excel, Outlook, and Electronic Health Records is required.

Preferred Qualifications

- Two to five years of experience in an educational setting.
- Developed and implemented health education & wellness programs.

Effective Date: February 2021.

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.