Overall of Role:
The Director of the Health Center is a lead advocate and steward of the health and wellness of the Holderness community. The Director will run the school’s Health Center with a customer service mindset while also plugging in actively to the greater Holderness community.

Specific Employee Objectives:

Manager Duties:
- Supervise all HC staff and ensure their training in the procedures and protocols of the HC.
- Responsible for determining the work schedules of the Holderness employees who work in the Health Center ensuring that hours of operation are appropriately covered by qualified staff.
- Responsible for completing annual evaluations for Holderness employees working in the HC in coordination with the COO.
- Work with the COO to develop an annual budget for the Health Center. He/she will oversee the annual budgeted expenditures, working to remain within budget.
- Oversee the ordering of all equipment and material that supports the work of the Health Center.
- Main point of contact and coordination for the school’s day to day relationship with Mid-State Health (or other provider) to ensure that Holderness makes the best and most efficient use of our contracted medical services that include doctor’s and nurse practitioner’s hours in the HC. The Serve as a resource to the COO in the management of the administrative end of this relationship.
- Partner with the COO to engage in strategic planning as it relates both to the operation of the Heath Center and to how health and wellness can be best promoted and cultivated in the broader Holderness community.
- Ensure that all student medical records are properly maintained in a timely fashion. He/she will also work to ensure that student medical forms are collected and on file prior to matriculation. This work will be coordinated with the Tech Office to ensure efficiency where possible.
- Oversee the Health Center on-call system.
- Ensure proper disposal of medical waste generated by the Health Center.
- Facilitate timely communication with physicians, faculty advisors, parents, and administrators regarding emergency situations or other issues as appropriate.
- Oversee transportation arrangements for students to receive scheduled off campus medical treatment as needed.
- Oversee the Physician’s medical out-patient clinic by appointment.
- Oversee orders of prescribed medications from local pharmacies as indicated (and will arrange for pick-up/delivery of meds to campus.)
- Proactive about and responsive to parent inquiry embracing a customer service mindset in all communications.
- Perform additional duties at the discretion of the COO.
Risk Management Duties:
- Participate in Emergency Management planning coordinating efforts with the COO and SRO.
- Participant in bringing wellness initiatives to the student and/or adult community of the school.
- Develop and implement policies, protocols, goals, and objectives (reflective of State Law as appropriate.)

Educational Duties:
- Participate in educational initiatives:
  o By partnering with relevant program activities.
  o Through general campus messaging.
  o By creating and/or supporting employee wellness initiatives.
  o By providing Blood Borne Pathogen and Universal Precaution training.
- Stay up-to-date with the latest publications relevant to maintaining best practices in the Health Center.

Practitioner Duties:
- See students during hours and on call.
- Provide routine health assessments for minor illness and injury.
- Determine and communicate medically excused absences for classes, sports, and other activities.
- Responsible for the Administration of student meds consistent with the established Health Center protocol.
- Administer vaccines (ensuring compliance with State Immunization requirements as appropriate.)
- Oversee triage and referral to other professionals when patient needs exceed the scope of the Health Center’s services.
- Provide in-patient care to students admitted to the Health Center.
- Provide first aid as needed.
- Supervise and/or coordinate overnight care.

Positional Qualifications and Expectations:
Qualifications:
- A licensed RN. Ideally, candidates will have 10 or more years of direct or related experience.
- Current, active New Hampshire nursing license.
- CPR certified.
- Remain up-to-date with his/her own tests and immunizations reflective of best practices and consistent with certification and licensing requirements in the State of New Hampshire.

Expectations:
- Exceptional interpersonal, organizational, and communication skills.
- Strong computer skills.
- Comport him/herself with a high degree of professionalism.
- Live on campus when school is in session.

Holderness Universal Employee Objectives:
All employees should act in support of the mission and strategic goals of the school. The mission is:
Holderness School fosters equally in each student the resources of the mind, body, and spirit in the creation of a caring community, inspiring all to work for the betterment of humankind and God’s creation.

Leadership at Holderness is each person’s journey to best serve and empower others. It is expected that all employees of Holderness model leadership in their conduct and the performance of their jobs through the exhibition of four characteristics:

**Initiative**
- **Be a proactive and continuous learner:** take opportunities to learn new skills and to extend one’s education.
- **Strive to Continuously Improve:** regularly looks for ways to improve practice.
- **Anticipate Challenges:** be prepared to deal with difficulties and rise to challenges.

**Empathy**
- **Be a Role Model:** colleagues should look at you as a positive model and a resource.
- **Actively Seek Feedback:** gather feedback from peers, supervisors, and those you serve in order to improve your performance.
- **Collegial and Congenial:** be respectful, supportive, and caring of those around you.

**Dependability**
- **Consistent Achiever:** Effectively and efficiently manage all areas of responsibilities.
- **Diligent:** Be on time and meet deadlines.
- **Active Communicator:** take the initiative to communicate important information to the appropriate people in a timely and professional manner.

**Fairness**
- **Positive Force:** seeks and recognizes strengths in others and provides specific and positive feedback to others.
- **Supportive and Preventative:** supportive of others, working both individually and collectively to construct and maintain a safe environment.
- **Deal Directly:** Feedback and communication should be made directly, not through others.

**The Process**
If interested in this position, please send a resume with a cover letter to Chief Operating Officer Margot Riley at mriley@holderness.org. No phone calls please. An onsite interview is required. Criminal background checks are performed on all new hires. Review of applications will begin immediately and applications will be accepted until the position is filled.

Holderness School is an equal opportunity employer, and will not discriminate, or tolerate discrimination against any employee or applicant in any manner prohibited by law.