POSITION DETAILS

The Brooklyn College Health Clinic (BCHC) seeks a full-time Associate Director. Join our friendly and caring team providing free health services for Brooklyn College students. Please learn more about our clinic at: http://brooklyn.cuny.edu/healthclinic/. This is a full-time (35-hours/week, Monday-Thursday), 12-month, student-fee-funded position.

The Associate Director of the Health Clinic is a Nurse Practitioner or Physician Assistant who will report to the Assistant Dean for Student Services. The Associate Director of the Health Clinic will work closely with the Health Clinic Director in the management of the clinic and delivery of care to Brooklyn College Students. This position has both administrative and clinical responsibilities.

Administrative responsibilities include, but are not limited to the following:

- Assist with implementing and managing educational, awareness, and preventive health services to students
- Assist with budget preparation; Oversee inventory of and purchases for medical and office supplies
- Work with the director on policy planning for the Health Clinic
- Collaborate with community resources to provide health-related events and outreach activities to the college community
- Must be able to work Monday through Thursday, 9am to 7pm
- Represent the Health Clinic in the absence of the director
- Perform related duties as assigned.

Clinical Care responsibilities include:

- Triage and evaluation of patient care needs
- Provide immunizations and evaluation of treatment plans, physical assessment and phlebotomy

Qualifications

- Bachelor’s degree
- Prior experience in a public health, health education or related field
- 3 years clinical experience in a primary care setting; prior work with adolescents a plus
- 3 years of managerial or supervisory experience
- Maintain current license and certification as either a Nurse Practitioner or Physician Assistant
- Demonstrated use of technology with Microsoft Office Suite, and health information management systems
- Ability to promote patient education and clinic outreach materials
- Proven interpersonal and communication skills, both verbal and written
- Ability to lead, motivate, train and evaluate a Health Services team
COMPENSATION
$80,000-$106,000; Commensurate with experience and qualifications

HOW TO APPLY
To be considered, please email the following documents to studentaffairs@brooklyn.cuny.edu

- A cover letter indicating the referenced Job# BC6-2019 including a statement addressing past and/or potential contributions to diversity and inclusion.
- Current Resume
- Contact information (name, phone number, and email address) for three references.

CLOSING DATE
Review of applications to begin May 31, 2019 and will continue until filled.

Brooklyn College is an EO/AA Employer.