



Maine School of Science and Mathematics

A Residential Community of Academic Excellence

JOB POSTING **Director of Health Services**

Application Posting Date: Friday, February 4, 2021
Application Closing Date: Until suitable candidate is found
Position Start Date: June 26, 2021

Position Description:

The primary responsibilities of the Director of Health Services are:

- a. Oversee the physical and mental health of the MSSM community.
- b. Requires expertise in preventative health, health assessment, med management and preventative procedures.
- c. Work on site, five consecutive days a week and be on call 24 hours a day during the MSSM calendar year when students are on campus.
- d. Oversee all aspects of health services during MSSM's five-week summer camp.
- e. The Director of Health Services works under the supervision of the Dean of Students and the Director of Summer Camp Programs.

Qualifications:

- Possess a current license to practice nursing in Maine (RN).
- Minimum of two years' experience as a professional registered nurse.
- Valid driver's license and a clean driving record.
- Ability and desire to work positively and productively with teenagers.
- Bachelor's degree preferred

General Expectations and Responsibilities:

- **Community Health Education/Information:** Monitor, oversee and educate the MSSM community regarding community health issues.
- **Student Health and Mental Health:** Monitor and support the health of all MSSM students and treat minor medical conditions when appropriate. Work with the Dean of Students to monitor, respond to and make referrals for student mental health concerns.
- **Program Transition and Training:** Implement all necessary steps to transition each spring and fall between MSSM's school and summer programs.
- **Budgeting and Procurement:** Budget for and procure all necessary equipment, supplies and training needs for the community.
- **Administrative Duties:** Perform all necessary administrative tasks necessary to operate efficiently and effectively.
- **Summer Camp:** Oversee and support all aspects of health services for our Summer Programs.

*If you are interested in this position and meet the eligibility requirements, please complete and return the appropriate MSSM application for employment (non-teaching) <https://www.mssm.org/about/employment-opportunities> a cover letter, resume, and three letters of recommendation to email: moore.tracy@mssm.org or fax at 207-325-3340
ATTN: Tracy Moore with Director of Health Services in the Subject Line.*

MSSM is an Equal Opportunity Employer