



## INTERIM HEALTH DIRECTOR

**OUR MISSION:** Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

**ABOUT US:** Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB SUMMARY:** The interim health director is responsible for issues of student health and safety at the institutional level. This position develops policies and procedures around student health, making sure that systems, training and technology are in place to execute those policies and procedures. This is an All-School position and as such, works closely with senior administrators including the directors of IT and HR, the director of residential life, director of food service, safety manager, and registrar. A key element of this position is legal compliance and, in this capacity, the director works with outside agencies and authorities such as DHS, ODE, County Health Department, attending physician and other outside medical providers. The director also supports the HR Office in a consulting role on issues of legal compliance as it relates to employee health. The director supervises a full-time health coordinator who is responsible for direct care of students and management of health supplies on campus. The successful health director candidate will be tech savvy and particularly skillful at establishing sustainable systems around health and safety in the school setting. Reports directly to the director of facilities. Covid-19 vaccine required by September 1.

This is a .60 FTE (24 hrs per week), one year interim, hourly staff position that comes with a competitive pay and benefits package including but not limited to paid sick leave and holidays, health insurance, 403(b) retirement plan with generous employer match, and one excellent meal per work day in the Dining Hall. For more details visit [The OES Benefits Guide](#).

### ESSENTIAL DUTIES:

- Continually develop, revise and update policies and procedures that ensure student health and safety. Work with Tech staff to ensure data is collected and shared appropriately.
- Coordinate employee health-related certifications and competencies (e.g. first aid, WFR, CPR, etc.) and ensure they remain up to date - maintain database of employee training in GNSA by working with HR and Safety Manager.
- Train staff, especially division assistants, trip leaders, and health coordinator on medication administration and treatment of student health issues.
- Work with food service director around management of food allergens and sensitivities.
- Act as a liaison between departments, health coordinator, and administration.

- Ensure health education is provided as needed to students as required by law by working with administrators in each division on the health curriculum for that division.
- Review supply lists for health coordinator to purchase and restock.
- Supervise health coordinator.
- Serve the Safety Committee.
- Serve as First Aid Section Leader in emergency response structure.

**MINIMUM QUALIFICATIONS:**

- Training in physical and mental health of children
- BA/BS or equivalent combination of training and experience
- Experience in compliance with school or pre-school health regulations
- T skills: general digital literacy, advanced database/ information system skills, MS Office Suite, web applications including Google Suite, video conferencing apps, ability to learn and adapt as digital tools evolve
- Intercultural competency, demonstrated experience and skill in working with students from diverse ethnic, gender, socioeconomic, and educational backgrounds and a demonstrated commitment to diversity and inclusion
- Ability to pass a criminal background check and drug screen
- Documentation of Covid-19 vaccine

**PREFERRED QUALIFICATIONS:**

- MD, EMT, or nurse practitioner/physician assistant level training
- Three years' experience in school health administration

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of health needs of PK-12 school students, including pre-school and dorm residents; ability to translate that understanding into institutional practice using existing software and systems
- Ability to train and supervise other adults tasked with ensuring student health and safety
- Knowledge of legal standards compliance with state and federal laws, ability to maintain appropriate confidentiality
- Interpersonal skills, ability to maintain collegial, collaborative, relationships with colleagues
- Organizational skills, ability to manage a broad scope of duties across a large campus with multiple divisions

**PHYSICAL REQUIREMENTS:**

- Primarily classroom and office environment, some sitting at a computer and keyboarding
- Mobility sufficient to move about the campus frequently in all weather conditions, includes climbing stairs
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly
- Ability to lift and carry up to 20 pounds on a frequent basis

**COMPENSATION:** Starts at \$42 to \$45 per hour depending on experience

**APPLICATION INSTRUCTIONS:**

- Visit [www.oes.edu/careers](http://www.oes.edu/careers) to learn more about the School.

- Fill out the [OES Health Director Application](#) and attach a resume and cover letter.

**NOTE FOR INTERNAL CANDIDATES:** Login to the payroll system as normal, search for *My Career*, then select *Search for Jobs*. This brings up a menu of all open positions allowing you to apply easily from there

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