Employment Opportunity

Student Health Services
Nurse Practitioner
(75% categorically-funded assignment)
CR14-02

College Web Address: www.cabrillo.edu

Initial screening of applications will begin on Thursday, June 12, 2014; however, applications will be accepted until the position is filled.

Starting Salary Range: $37,964 to $58,234 per year, salary placement depending on education and experience; maximum initial salary step placement on the faculty salary schedule is step 9. Cabrillo College provides a doctoral stipend of $3,434 per year for eligible contract faculty.

Benefits: Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Days Per Year: Academic year coverage (175 days) at 75% time, 27 hours per week, which may be scheduled over a four-day workweek.

Beginning Date: Position scheduled to begin August 25, 2014, pending continued categorical funding and Governing Board ratification.

About Cabrillo College
Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 13,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance.

Faculty at Cabrillo College have a long history of shared governance and participation in all levels of decision-making at the college. Cabrillo provides an opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

About the Community
Santa Cruz County is located on California’s Central Coast, south of San Francisco and north of Monterey. Santa Cruz County boasts a rich cultural life and numerous recreational opportunities and residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.
Approximately 40% of Cabrillo College students are from underrepresented populations, with 35% Hispanic or Latino. To increase outreach to this population, Cabrillo established a center in Watsonville, where Hispanics and Latinos are 80% of the population. This population is the fastest growing group in Santa Cruz County. The college is particularly interested in candidates who possess academic or life experiences that enhance teaching in a multicultural context.

**About the Program**
Cabrillo’s Student Health Services Center provides acute care for minor illness and injuries, health screenings, examinations, and routinely performs health prerequisites for academic programs. In addition, staff provide wellness and prevention curriculum in the classroom setting and through community health programs. Both mental and physical health counseling and referral services are provided. The Student Health Services Center serves as a resource to the college community in health-related matters. Clinicians function with an off-site medical director under established policies and procedures and supervisory agreements.

**Position Description**
Under the general direction of the Vice President of Student Services or designee and the Student Health Services faculty director, duties include:

- Clinical care in the Student Health Services Center, providing assessment, diagnosis and treatment of common acute illnesses and injuries for the campus population.
- Provide health information and wellness care including reproductive health services; may provide bilingual services to limited English-speaking and monolingual students.
- Provide emergency first aid on-campus: act as a first responder in the Student Health Services Center, respond to campus emergencies in cooperation with local Emergency Medical Services and Cabrillo Incident Command Team.
- Crisis intervention, evaluation, and referral to campus and community counselors and other mental health resources.
- Administer appropriate injectable and oral medications, therapies, or immunizations from in-house pharmacy or via prescription.
- Perform laboratory screenings and tests (e.g. venipuncture, TB skin tests, pregnancy tests, strep tests, pap smears, and wet mounts). May refer to outside laboratory.
- Interpret test results, formulate and communicate follow-up plan.
- Initiate and maintain confidential, complete medical records for Student Health Services Center clientele.
- Act as medical consultant to Student Health Services clinical staff.
- Serve as health promotion resource for the wider campus community, organizing outreach activities, health fairs and monthly health education promotions.
- Participate with members of the Student Health Services Center staff and college community in planning student health programs to respond to identified needs, involvement in the implementation of new need-based programs, and monitoring of existing programs for effectiveness, applicability and safety through ongoing quality improvement and program review activities.
- Serve as a resource for the college community on issues of health promotion, disease prevention, safety and health advocacy, which may include classroom presentations, curriculum development, committee membership, or staff and faculty presentations.
- May be required to drive for position-related duties.
- Perform related duties as required or assigned.
Qualifications

**Required Education from a U.S. Department of Education recognized accredited organization and Licensure:**

**Family Nurse Practitioner:**
- Master’s degree in nursing and a California Public Health Nurse certificate **OR**
- Bachelor’s degree in nursing and a California Public Health Nurse certificate, **AND**
- Master’s degree in health education, sociology, psychology, counseling, health care administration, public health, or community health **OR**
- The equivalent **AND**
- The appropriate valid current licensure and certification to practice in California.

**Equivalency**

*Candidates without the specified degrees listed above must complete and submit an Application for Equivalency Determination.* Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at [www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html).

**Required Professional Expertise**

- Knowledge of and commitment to health education strategies and methods which enhance student success at community colleges
- Effective oral and written communication skills
- Demonstrated ability to perform the duties effectively as described above (a demonstration may be part of the interview), and to provide safe and effective health care to college students
- Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- Ability to work cooperatively with others

**Required Discipline-Specific Requirements/Licensure:**

- Graduation from an accredited Nurse Practitioner program
- Possession of a current California Advanced Practice Certificate
- Possession of a current California Registered Nurse License
- Possession of a valid California Public Health Nurse Certificate
- Possession of a valid California driver’s license and safe driving record
- Basic computer proficiency
- Knowledge of current standards of college health service practice and available resources in the field
- Knowledge of safety issues related to student health services, equipment and facilities
- Eligibility to register for Drug Enforcement Administration number

**Desired Qualifications/Performance Expectations:**

- Board Certification as a Nurse Practitioner
- Recent successful experience as a health care provider in an educational setting, preferably in higher education
- Demonstrated successful experience in health education and health promotion activities
- Bilingual ability in Spanish and English
Selection Process  
A committee will review complete applications. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a detailed and complete application. The application will be used to assess each candidate’s qualifications and determine the possible match between qualifications and the assignment. A limited number of candidates will be invited for an interview slated for July 2014.

How to Apply  
Application Process:
Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831) 479-6217  
OR FAX to: (831) 477-3545

To be considered, each candidate MUST SUBMIT:
1. Completed and signed Cabrillo College academic employment application.
2. Cover letter, which states how the candidate specifically meets the qualifications.
3. Job-related resume.
4. Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant):
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
5. Current copy of the following documents:
   - California Advanced Practice Certificate
   - California Registered Nurse License
   - California Public Health Nurse Certificate
   - California driver’s license
   - DMV record print-out
6. Supplemental Application for Equivalency Determination and supporting documentation. (This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential)
7. Three job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
8. A brief (not to exceed two pages), clearly identified, separately attached statement outlining your concept of the community college philosophy and your understanding of the role of Student Health Services in a community college.

If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted and cleared, provide current Tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.
Application Deadline  All application materials MUST be received in the Human Resources Department by Thursday, June 12, 2014. (E-mail transmissions will NOT be accepted.)

_Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body._