



The
Frederick
Gunn
School

DIRECTOR OF HEALTH SERVICES

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Summary

The Director of Health Services is responsible for the successful management of The Frederick Gunn School's Health Center. Through their leadership, the school will provide safe and supportive health services to Frederick Gunn School students on campus, and be responsible for arranging treatment off campus when necessary. The Director of Health Services will work collaboratively with the Assistant Head of School for Student Life and Wellness, Dean of Students office, Athletic Trainer and Director of Counseling to ensure students are receiving a comprehensive level of care.

This position requires an individual with a passion for both health care and building relationships within a boarding school environment. While the school does not operate a 24/7 Health Center, faculty and students are on campus at all times. The Director of Health Services is not expected to be on duty at all times but should work to understand the complexities of boarding school life, building support systems that serve the community well both when the Health Center is open and when it is not. Not only will the Director of Health Services provide accountability for patient care within the Health Center and maintain a safe and healthy work environment that supports the Health Center staff, they will embody the school's belief about forging partnerships with students and their parents. By leading a department that will be proactive and responsive to parent inquiry, while embracing a customer service mindset in all communications, the Director of Health Services will strengthen existing relationships with parents and students and forge new ones with families who are new to the school.

The Director of Health Services is a part of an essential network of adults working within The Frederick Gunn School community to support its students. Collaboration and relationship building are essential for this position. The Director of Health Services will work closely with the Assistant Head of School for Student Life and Wellness, the Dean of Students, and the Director

of Counseling to understand the sometimes complicated challenges students may face as they navigate their high school years. The Director of Health Services shares responsibility with these other roles for establishing excellent communication norms and a high level of trust. The Director of Health Services will also be in close communication with the school's Medical Director.

Essential Functions / Responsibilities of the Director

- Act as an advocate, *in loco parentis*, for the students' health care needs and serve as a liaison between parents/guardians and faculty members while maintaining student confidentiality.
- Monitor public health safety of the Frederick Gunn community through the collection and reporting of epidemiological data to state and local health agencies as warranted and provide appropriate guidance to the leadership of the school when warranted.
- Manage Clinic hours on campus and treat / prescribe medication when able
- Coordinate services provided to students outside of the health center.
- Manage relationships with external health insurance providers and enrollment of international students into the plan.
- Develop, implement, maintain and review policies and procedures and protocols to ensure a high quality care for students.
- Inventory, organize and prepare all supply purchases, and monitor expenses to operate the Health Center within budget.
- Recruit, hire, orient, supervise, evaluate, manage, and delate, all health center staff (nurses, admin and drivers), including annual written performance review.
- Schedule all Health Services Staff, oversee, advise, back up on-call coverage, and coordinate overnight care if necessary.
- Responsible for implementation and monitoring of ethical standards and best practices for care and health-related services.
- Conduct periodic workshops, both at School Meetings and Community Weekends, as well as in-service training programs to instruct school personnel in proper first aid; educate house parents and assess faculty needs within residential life.
- Maintain professional standing through required continuing education to increase professional competence and to meet personal needs and goals.
- Oversee that the Health Services facility is a clean, orderly and safe space at all times; ensure the safe disposal of biomedical waste and hazards according to established procedures; maintain inventory and order first aid supplies as necessary; see that all first aid kits for houses, classrooms, and school vehicles are properly stocked at all times. Ensure medications are secured in double-locked cabinets.
- Responsible for organizing, supervising, and managing the outcomes of the core functions of the Health Center outlined below.

Health Center Functions to be overseen:

- Assure students have updated immunization records per Connecticut Department of Public Health. Review records of new students in preparation of their arrival to campus, knowing in advance of any existing medical conditions that might warrant immediate attention.
- Maintain student health records and accident reports including treatment records/logs, emergency cards, immunization records, handicap and allergy information, and hearing/vision screening to include computer data entry of information while assuring confidentiality at all times. Ensure all information is documented clearly, accurately, and legally.
- Ensure the medical file management system is compliant and effective for the services provided to students and families. Ensure all required health records are maintained in a manner that maintains confidentiality and is consistent with HIPAA and FERPA guidelines. Oversee the maintenance of clinical records, medication administration and compliance and other student health forms within the August School system.
- Receive and review student health files incoming from other schools; communicate with other schools and families as needed to clarify or obtain the necessary information when needed.
- Ensure proper disposal of medical waste created by the health center and abandoned medication after a student departs.
- Administration of both student and employee drug testing.

Knowledge and Skills

- Great written and oral communication skills
- An approachable and caring mindset, where one strives to build trust with all students and families
- Proven ability to lead a group of health care professionals
- Great leadership skills
- Experience with Google Suite

Schedule

- Twelve-month position
- Full-time salary exempt position, benefits eligible
- Actual hours assigned based on department needs
- Some weekend and on-call coverage as needed
- Flexibility during school-scheduled breaks (2 weeks in December and 2 weeks in March, and summer months)

Member of the following internal committees

- Student Success Team
- Health and Wellness Committee

Qualifications

- Connecticut Certified APRN or PA
- Minimum of seven years clinical experience, with a minimum of three years in a leadership/management position
- Experience in pediatric care
- Up to date on CPR and defibrillator certification

To Apply:

- To apply, [please submit the following materials](#): a brief letter of interest and resume
- Applications will be reviewed as received
- Qualified applicants will receive an email notification from the school when the interview process commences.
- No phone calls please.

Anticipated Start date: As soon as mutually agreeable

Core ValuesIntegrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply – who become wise, engaged, active citizens.

The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.