

Dean for Health & Wellness

Job Description

Position Information

Position Title	Dean for Health & Wellness
Position Number	
Department	Student Health & Wellness
Reports to (Title)	Associate VP for Student Affairs
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Dean for Health & Wellness creates the sustains the vision for student health and wellness on campus. They provide overall direction for an integrated health and wellness center that includes mental health counseling, nursing, tele-psychiatry, and health promotion. Reporting to the Associate VP of Student Affairs, the Dean for Health & Wellness works cross-functionally and divisionally to advance goals and initiatives that contribute to student wellbeing and success.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	Doctoral degree or equivalent
If a specific degree, certification, license, or registration is necessary, please list.	Counseling psychology, licensed mental health practitioner or the like.
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Seven years of professional experience that may include one year of a full-time internship.
	Seven years or more
Preferred Qualifications	n/a
FLSA Category	Exempt
Staff/Faculty	Staff
Employment Status	Full-Time
Employment Category	Regular

Essential Staff (emergency situations)? Yes

On-Call? Yes

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility Leadership: create and sustain health and wellness vision, thought leader among faculty and staff in areas of health and wellness, provide overall direction to integrated department including nursing, mental health, tele-psychiatry, and health promotion. Serve as senior leader within the division of student affairs, representing the division on institutional committees that seek to serve the College mission and priorities. Oversee and implement policies and protocols that govern medical and mental health care and that mitigate risk to students, the staff, and the College. Liaise with off campus medical and mental health providers and community partners.

Percentage Of Time 40

Responsibility Supervision: provide direct supervision to mental health department, shared U of I faculty member, and health promotion position, as well as administrative staff. Provide direct clinical supervision of counseling staff as needed. Oversee critical departmental functions such as clinical case management, consultation, document standards, quality assurance, and treatment plan coordination.

Percentage Of Time 30

Responsibility Provide occasional direct clinical care for students in emergent or triage situations; consult in an on-call capacity for deans on call.

Percentage Of Time 10

Responsibility Oversee contractual agreements with medical records systems, University of Iowa partnerships, and maintain relevant privacy obligations. Manage department budgets and contracted spending.

Percentage Of Time 10

Responsibility Analyze and synthesize assessment of services and care models for innovation, quality assurance, and best practices. Remain professionally current and licensed and ensure staff reports are professionally developed and licensed.

Percentage Of Time 5

Responsibility Other duties as assigned

Percentage Of Time 5

General Responsibilities

General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities? Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff Yes

If you supervise exempt staff please enter the number. 4

Select the level of supervision that this position provides. Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

Supervision Received

Select the level of supervision that this position receives from their supervisor. Nominal Direction: subject only to very broad communication associated with my position.

Computer Operations

Please check one of the following Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	1/3 to 2/3
- Essential or Marginal?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Under 1/3
- Essential or Marginal?	Marginal
Adjusting to changes (work load, environment, department structure, etc.)	Over 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Over 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	Under 1/3
- Essential or Marginal?	Marginal
Performing mathematical calculations	1/3 to 2/3
- Essential or Marginal?	Essential
Editing reports or technical materials	1/3 to 2/3
- Essential or Marginal?	Essential
Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	Over 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Over 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3

- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Over 2/3
- Essential or Marginal?	Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Under 1/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without	None

assisted device)

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

- Wet or humid conditions (non-weather)** None
- Extreme cold (non-weather)** None
- Extreme heat (non-weather)** None
- Outdoor weather conditions** Under 1/3
- Work near moving mechanical parts** None
- Work in high, precarious places** None
- Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)** None
- Toxic or caustic chemicals** None
- Work with explosives** None
- Risk of electrical shock** None
- Vibration (i.e. operating jackhammer, impact wrench)** None
- Risk of radiation** None
- Confined Spaces** None
- Please check one or more of the following locations where this job would work** Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
- How much noise is typical for the work environment of this job? Check the appropriate level below.** Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.