

Brooks School/North Andover, MA
150 students (day and boarding)
Grades 9-12
30+ hours per week, benefited
MD or NP license
Stephanie Savarese, Nurse manager
hr@brooksschool.org
Open until filled

SUMMARY DESCRIPTION

The Director of Health and Wellness Services is responsible for providing direction and oversight to the health center and the student wellness department including student mental and physical wellness. The director is responsible for the management and implementation of a coordinated school health program that is consistent with Massachusetts state laws and Department of Public Health regulations governing school health and those that regulate nursing practice, school counseling services, and athletic training. As a direct care provider, advocate, and educator, the director will assess, plan, and implement the school health program and protocols. The position is multi-faceted and supports the physical and mental well-being of the students and promotes the health and safety of students and faculty through educational programs.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES:

Health Center specific duties and responsibilities:

- Write clinical policies, makes final clinical decisions, assesses higher medical risk students and creates clinical care plans to provide appropriate care while on campus
- Point of contact for clinical emergencies and parent concerns related to health plan
- Liaison between faculty and HC in managing health education/community events
- Communicate required health information to faculty and provide required compliance training
- Provide scheduled clinical hours as an NP/Physician/PA in the HC for student appointments
- Work in partnership with the Nurse Manager to ensure the efficient and safe operation of the health center

Mental/Physical Wellness specific duties and responsibilities:

- Work in a consultative manner with the Director of Psychological Counseling and Director of Student Wellness to confer on care plans including intervention, remediation therapy and outpatient referral and ongoing care coordination
- Work in partnership with the Learning Center to conduct assessment and referral for incoming and current students and Assist in implementing the learning plan that is developed through the neuro/psych
- Partner with the academic team in developing academic policies to support students with mental health needs and promote inclusive learning for all students

- Collaborate with faculty and administration to examine current mental health practices including education and support and identify areas of improvement
- Promote a collaborative team environment by providing regular touchpoints with the counseling team throughout the academic year
- Work with the counseling team to develop relationships and networks with outside mental health providers and identify ways to provide equitable access to outside mental health resources

COMPETENCIES:

- Prior pediatric/adolescent care and counseling experience.
- Ability to originate, up-date, monitor health care trends, maintain electronic medical records and implement coordinated health care models and standing orders. Excellent computer skills including the use of Microsoft Office and databases such as Magnus.
- Ability to work with parents, students and the outside mental health providers.
- Demonstrated leadership qualities to include management of personnel, department budget and health office operations

SUPERVISORY RESPONSIBILITIES: This position is responsible for the oversight of the nurse manager, the Director of Psychological Counseling, Director of Student Mental Wellness, and two athletic trainers.

EDUCATION:

- MD or Nurse Practitioner preferred with a valid Massachusetts Advanced Practice Nursing License and meets Continuing Education requirements
- Holds current CPR/AED certification
- 7-10 years in pediatric and adolescent care/or 10 years as an PA/NP in a school setting, preferred

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

- Occasional lifting, bending and climbing stairs
- Frequent talking, listening, walking, sitting and standing
- Ability to perform multiple concurrent tasks and function in a fast-paced working environment