Job Description:

Job Title: Director of Wellness and Community Health Institute
Department: Community Development Corporations
FLSA Status: Exempt
Funding: SC HEEEP
Job Type: Full-Time (Grant Funded)
Timeframe: 52 Weeks
Shift: 9 a.m.- 5 p.m.
Regular Days Off: Saturday and Sunday (required availability if needed)
Salary: Commensurate w/experience

Clinton College is pleased to invite applications and nominations for the newly created position of Director of Wellness and Community Health Institute. This is an exceptional opportunity for a leader committed to serving communities to provide strategic direction, long-term vision, and inspiration to staff while advancing an integrated wellness model comprised of Health and Wellness Services. The Director, in consultation with the Executive Director of the Community Development Corporation and other key stakeholders, will champion the provision of comprehensive, collaborative, and integrated care with a strong focus on enhancing the community experience and increasing community health awareness. Embracing a commitment to serving a diverse population and with deep appreciation of the changing needs of the local and state community, the Director will build upon opportunities to engage colleagues and establish programs to advance all aspects of health and wellbeing.

The College is seeking a strategic-minded leader with a strong appreciation for working in a team environment and overseeing a staff in support of an interprofessional approach to high-quality care and services. The successful candidate will have expertise in and the ability to focus on ensuring outstanding, community-centered health education and wellness; a holistic perspective and collaborative disposition regarding the essential connections among health and counseling services; and a significant and demonstrated record of being an innovative leader and effective administrator with a commitment to inclusive excellence.

Position Overview
This position reports to the Executive Director of the CDC and serves as a key member of the leadership team within the CDC. As the lead administrator of the Wellness and Community Health Institute, the Director provides strategic direction for a comprehensive portfolio including Health Services and the Counseling Center, which includes Outreach Education. The Director leads and directs a collaborative and integrated model of holistic wellness that addresses the needs of a diverse population through the provision of health-education services that address the intellectual, physical, emotional and social needs of students.

The position requires a comprehensive understanding of the diverse issues facing underserved populations and communities. The individual in this position must be a visionary and community-centered leader who has the knowledge, skills, and preparation to develop and lead an outstanding program of best practices in integrative health and wellbeing with sound judgement and strategic thinking.

**Duties and Responsibilities:**
*Duties include but not limited to:*

**Essential:**

- Provide vision, direction and strategic leadership for the Wellness Center; plan and implement assessment efforts that inform fiscally responsible and data driven decision making for the programs, services, and activities within the scope of the position.
- Participate substantially in developing relevant College policies.
- Develop and implement intentional programs, services, and activities within the scope of this position that will meet the unique needs of all populations.
- Utilize diversity and social justice practices to promote success as it relates to the scope of this position.
- Develop and maintain collaborative relationships with members of the Wellness Institute members, College staff, and the public to promote broad support for the goals of the department and to effectively advocate for issues pertaining to the health and wellbeing of a diverse community.
- Stay abreast of legal and regulatory issues and best practice standards related to primary healthcare, mental health, and outreach education/health promotion.
• Respond to concerns and inquiries regarding the overall operation of the Wellness Institute with prompt, courteous, professional, and confidential attention.
• Oversee the maintenance of comprehensive health records, other documentation of student health problems, and care and treatment in accordance with the standard of privacy practices (HIPAA), the South Carolina Mental Health laws and Family Educational Rights and Privacy Act (FERPA).
• Coordinate and collaborate with departmental and other college staff to develop, design and implement preventative physical and mental health education programs.
• Compile monthly and annual and other statistical data as required.
• Develop departmental budget requests and expenditures to advance departmental goals in accordance with fiscal policies and procedures.
• Represent the Wellness Institute on and off campus.
• Lead or participate in other division-wide or College-wide committees, projects or work as assigned.
• Other duties as assigned by the Executive Director of the CDC.

Requirements:

Minimum Qualifications

• Advanced degree in public health, social work, psychology, medicine, health administration or related fields
• A minimum of eight years of experience with progressive responsibility in allied health care environment.
• A minimum of three years of supervisory and/or administrative experience.
• Excellent administrative and oral and written communication skills.
• Proven ability to work collaboratively with key stakeholders.
• Experience with and commitment to working with diverse populations.
• Ability to work flexible hours including evenings and weekends as programs, services and College calendar necessitates.

Preferred Qualifications

• Doctoral degree in a relevant field.
• Experience in health promotion and outreach education.
• Knowledge of the organization, administration and supervision and delivery of health education with a community focus.
• Knowledge of and experience in quality improvement.

**Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

**Application Instructions:**

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Director of Wellness & Community Health Institute." The process will continue until the position is filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability or veteran status in compliance with all applicable laws, regulations and policies.*