

Health Promotion Nurse

Summary: As a member of the Student Health and Wellness Center and Queens Wellness Clinic, the Health Promotion Nurse uses health promotion strategies to advance the health of Queens University of Charlotte students, faculty, and staff. The Health Promotion Nurse contributes to creating, nurturing, and sustaining a healthy campus community that supports informed and healthy decision making. This position serves as the primary nurse to ensure efficient, effective operation of Queens Wellness Clinic for eligible faculty and staff. Reporting to the Assistant Dean of Student Health and Wellness Center, the Health Promotion Nurse is responsible for designing, managing, and evaluating health promotion programs to address identified health and lifestyle needs. **NOTE: This is an 11-month position, paid over 12 months.** *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities include:

Plan, implement and evaluate health promotion programs for Queens' students, faculty, and staff that have a high likelihood of achieving measurable improvements in health behaviors and status and/ or academic performance. Use evidence-based practices, primary prevention, environmental change, and behavioral change strategies

- Create, provide, and coordinate population-level interventions, small group programs, risk management programs, classes, trainings, social marketing campaigns, and other public health interventions
- Assist in the formulation of department goals and objectives for purposes of strategic planning and yearly priority setting
- Conduct literature reviews to facilitate evidenced-based interventions and education
- Create program plans for health promotion initiatives that include a theoretical foundation, evidence to support the intervention design, clear objectives and learning outcomes, and an evaluation plan Summarize various health promotion program processes and conduct evaluations, compile data and submit reports
- Develop a budget and submit funding proposals for health promotion initiatives
- Develop and supervise and/or deliver educational presentations and training sessions for student groups, academic classes, residence life staff, student leaders and organizations, staff, and faculty
- Research, develop, procure, and evaluate health-related information including articles, brochures, books, and web-based content
- Use existing media channels and innovative technology to enhance outreach efforts

Provide direct patient care to students, staff, and faculty.

- Evaluate and assess eligible faculty and staff health and wellness needs. Provide health and wellness coaching, resources, and information through Queens Wellness Clinic
- Provide faculty and staff with first aid and triage services
- Collaborate with the university physician and director to provide primary health care to undergraduate students
- Provide treatment of minor injuries and illnesses within scope of license
- Triage health needs to include referral to medical care, counseling services, and/or community resources
- Provide family planning counseling and services
- Comply with confidentiality requirements as set by HIPPA, FERPA, federal state and local regulations
- Perform and document professional services according to standards of the American Nurses Association, adhere to recommended standards of the American College Health Association, and maintain confidentiality as required by the Nurse Practice Act

Coordinate, develop, implement, analyze, and report on periodic population-based assessments of health status, needs, and assets of students, staff, and faculty and environmental assessments of campus community health needs and resources.

- Conduct needs and assets assessments of the campus community, track trends in student, faculty, and staff health status and behavior
- Utilize both qualitative and quantitative research methods
- Provide baseline and follow-up health data
- Identify program needs and priorities, evaluate the effectiveness of programs and services

Collaborate with key stakeholders on and off campus to develop a comprehensive, multidisciplinary approach to a campus culture of wellness.

- Develop and coordinate peer education programs focused on topics including depression, suicide prevention, stress management, sleep, sexual health, eating concerns, and alcohol and other drugs. Advise students on health promotion initiatives and special projects.
- Conduct campus needs assessments to inform prevention and education programs
- Analyze campus health status using a systems approach
- Design, manage, and evaluate health promotion programs using health promotion theory and ecological framework
- Provide program consultation and technical assistance to campus and community
- Act as an individual and academic resource to students for health-related topics
- Provide direct service to the community. Research, design, and teach workshops based on campus health needs.
- Provide program overviews, updates, and in-service trainings to faculty, staff, and student groups
- Write and develop materials for community awareness
- Participate on Student Health and Wellness Center, Human Resources and University committees
- Coalition building; developing a coordinated, multi-disciplinary approach to health issues
- Provide a point of entry for engagement in the Queens community

Exhibit exceptional customer service, professionalism, and teamwork in all aspects of work:

- Treats others with dignity and respect, appreciating and honoring individual differences
- Knows and understands the HWC Patient Rights and Responsibilities statement.
- Respects patient privacy and maintains confidentiality disclosing protected health information only as it relates to the plan of care for that patient
- Knows and abides by the HWC Principles of Professional Conduct and the Queens University Honor Code

Non-Essential Duties

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge and Skills Required:

- Bachelor's degree in Nursing required. Master's preferred
- Current North Carolina nursing license
- Current CPR certification
- Certified Health Education Specialist (CHES) preferred
- At least 2 years of experience directly related to the duties and responsibilities reflected in this position
- Extensive knowledge of current and emerging college health issues, intervention methods, health behavior change theories and the ecological framework, and evidence-based practice, as well as demonstrated ability to apply this knowledge to a college-age population through assessment, program planning, and evaluation

- Extensive knowledge of current and emerging adult health issues, intervention methods, health behavior change theories and the ecological framework, and evidence-based practice, as well as demonstrated ability to apply this knowledge to an adult population through assessment, program planning, and evaluation
- Commitment to the holistic model of health and wellness care
- Experience operating a wellness clinic, preferably in a higher ed setting, serving students and faculty/staff is preferred
- Strong knowledge of health promotion theory and the ecological framework
- Ability to work effectively in a diverse campus community with support staff, physicians, providers, students and their families, faculty, and staff
- Well-developed written and oral communication skills
- Proficiency in data collection, analysis, program evaluation, and data analysis software
- Ability to maintain confidentiality and comply with HIPPA regulations at all times
- Cultural competency and ability to work with a diverse population
- Strong organization skills and proven record of delivering quality results in a timely manner
- Proven ability to plan and manage complex projects within specified budget and timeframes
- Ability to think critically and present information in a manner appropriate for the audience
- Excellent computer skills, including proficiency in MS Word, PowerPoint, Excel, Outlook. Familiarity with Nuesoft or other similar electronic health records software
- Willingness and ability to quickly learn and apply new information and programs
- Willingness and ability to work evening and weekend hours as needed to accomplish responsibilities of the position.

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include **"HPN-HWC"** and **YOUR NAME** in your email Subject Line.

(**Example:** HPN-HWC-DICE Shawn Frances)

Submissions received by June 30, 2021 will receive first consideration. Queens will continue to accept submissions until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

QUEENS UNIVERSITY

of
CHARLOTTE

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% of the time.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in office and clinic environment, involving contact with faculty, staff, students, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.
- This position requires occasional evening and/or weekend hours to achieve objectives.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.