

Classified Position Request Form

Instructions: Complete one form for each classified position requested

- New Position (not in last year's budget)
- Replacement Position (in last year's budget)
- Conversion Position (from grant to general funds not in last year's budget)
- Formerly Eliminated Position (not in last year's budget)

Title of Position Requested: Department Assistant III
Program/Department/Area: Student Health & Wellness Center
Number of Hours per Week: 40
Number of Months per Year: 12

Brief Abstract: (How does position impact present area status, affect workload reduction, impact students or provide support/services?) **RP510-26BHS1-2191-644000**

The workload that our department is currently performing requires **all of the administration staffing at 12 months**. We constantly serve all students on campus on a year-round basis, including but not limited to Panorama and Delano locations. Various tasks assigned to the Department Assistant III (DAIII) are needed to be completed by an additional DAIII and are not able to be completed by the current student workers, who have daily assigned tasks.

It is very difficult to assign a project to a student worker who may start the project then will have to leave due to the hours they are assigned to work. We are unable to assign various projects that must be completed in a timely fashion. If the student workers require time off or call in ill, this puts a strain on our Department. This then leaves our only DAIII to complete the front counter duties as well as her daily task. If the DAIII is out for any reason, the daily administrative assignments are unable to be tasked to the student workers. Our front staff (**non-classified, students only**) is very minimal and needs to be available to assist our students in person as well as over the phone with questions to ensure student success.

SHWC DAIII is responsible for in addition to the official Job duties noted per KCCD job description link below:

https://www.kccd.edu/sites/kccd.edu/files/job_descriptions/Department_Assistant_III.pdf

- The processing and case management of the Student Accident Reports (SISC) for the Panorama, Delano, Weil, Southwest and the rural area satellite locations collaborating with BC Athletics and Public Safety to ensure all students are receiving the proper care and claims are processed in a timely manner
- Maxient reporting and updating for SOC and Mandated students
- Assessing Walk-in Crisis students to be placed with either medical or mental health providers
- Continued implementation of EMR in design, production, and training (for all staff)
- Assisting SHWC Medical Director/ Nurse Practitioner, Campus Nurse, and four contracting mental health counselors (both on the Panorama and Delano Campuses)
- Budgets, ICA's and Referrals
- Scheduling Campus Health Center events and outreach (both on the Panorama and Delano Campuses) :
 - Art with Impact
 - Kern Behavioral Health QPR Training
 - Depression Screenings
 - Kern Lifeline Clinica Sierra Vista Rapid HIV testing and Prep promotion
 - Calibrating with the BC SNA and VA's for monthly campus health promotions
 - Proctoring the National Health
 - Co-advisor for the Student Health and Wellness Advisory
 - Providing onsite informational outreach and scheduling for the Allied Health Technical Standard appointments
 - Student Health 101 e-zine Editor
 - Maintaining and supervising the Student Infectious Disease team (campus sanitizers and student usage microwaves)
 - Professional Development Committee
- Beginning 2018/2019 the DAIII will be responsible for maintaining and tracking of the on-Campus Lactation stations schedules/keys.
- Upcoming 2018/2019 the DA III will be responsible for Health Navigator Medi-Cal eligibility, enrollment and status verification

SHWS Administrative Work Load

Student Health & Wellness Services	2015/16	2016/17	2017/18
Annual Clinical Visits	3969	3273	2926
Scheduled Event Participants	83	1782	1830
Maxient/Student of Concern Cases	45	30	75
Medical Aid/SISC Student Accident Claims	109	133	113

Decrease in annual clinic visits are due to the implementation of PyraMed' S EMR system increasing accountability of the Student Health & Wellness Services time. Formerly, walk-in's, campus injuries and urgencies were not accounted for. Any services provided for through the SH&WS office now requires an appointment to be scheduled.

Rationale and Applicability to College Strategic Goals: (**Substantiate recommendations with data and the guidelines listed in the Budget Decision Criteria document and College Strategic Goals.** Does this need fulfill a compliance/mandated position, i.e. State, Federal, regulatory boards, contracts? Does this need address grant partnership commitments and/or critical community needs?)

Impact on College/District if position is not filled: (Include how having the position or not having the position impacts FTES, services to students.)

The responsibilities of this position are centered on student services specific to Student Health and Wellness Services for both the Panorama, Delano and future campus locations. These include student tracking and data entry since we are currently using student workers to provide this service, allowing for inconsistencies with inherent absences due to personal and academic demands. Support service and sustainability of the Health Center would be jeopardized since this position is solely student service driven. Failure to institutionalize this position will negatively impact student success as well as cause us to continue being non-compliant in regards to sustaining HIPPA and FERPA requirements.

Total Cost:

Salary	\$ 32,150.40
Benefits	\$ 15,209.59
Computer/office space etc.	\$ 0
Total Amount:	\$ 47,359.99 to be paid from categorical funding