



Director of Health Services

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12.

Job Summary

The Director of Health Services is a 12-month position that plans, directs, and supervises the delivery of health care to all students. Develops procedures and standing orders for the Health Services Department. Ensures state and federal health requirements for school and summer programs are implemented. Provides leadership in developing a campus-wide team that addresses the health and medical needs of all school students and staff. Provides direct supervision over the health services team.

Responsibilities:

The essential functions include, but are not limited to the following:

Administration:

- Review, audit and evaluate immunization records of all students to ensure compliance with established state regulations prior to school enrollment and throughout the year.
- Maintain accurate, updated records of health information on all students in the electronic health record (EHR).
- Prepare and file all required state reports by their deadline.
- Maintain appropriate health supplies and equipment in the clinic.
- Maintain AED program in compliance with the Georgia Department of Health Services.
- Report potential health/safety hazards to Division Heads, Executive Team, or appropriate individual.
- Manage Health Services budget.
- Assist in the evaluation and guidance of student health insurance coverage.
- Comply with all local, state, and federal guidelines concerning school health.
- Schedule timely student health appointments and manage driving time between health care team.

Nursing Services:

- Administer temporary and emergency care procedures to ill and injured students, school personnel, and visitors.
- Serve as a health advocate for students.
- Administer medications to students according to policy and procedure.
- Notify parents of illness or accident and secure medical care for students in emergency cases (in event parents or emergency contact cannot be reached).
- Manage suspected and diagnosed cases of infectious diseases.
- Perform or coordinate screening procedures as required by the Georgia Department of Health Services. Make referrals as necessary.

Consultation:

- Serve as health liaison between school, physicians, parents, community and insurance companies.
- Assess student problems and make appropriate recommendations to parents relevant to unmet health needs when necessary.
- Communicate with Division Heads, Executive Team as necessary regarding health services issues.
- Collaborate with parents, medical, and health care community to promote optimum delivery of health care services.
- Respect confidentiality of matters related to personal health problems of students and their families.
- Interpret and utilize health information with good judgment.

Instruction:

- Collaborate with other departments to provide health education to the school community including but not limited to the following: CPR, AED, First Aid, Stop the Bleed, and other topics as able/qualified.
- Provide individual health counseling and instruction to the school community as needed.

Requirements & Qualifications:

- Bachelor of Science in Nursing degree required.
- Current and valid license as a Registered Nurse in the state of Georgia.
- CPR/AED certification.
- Minimum of 5 years' experience in a leadership/management role in a nursing capacity in a school or healthcare facility.
- Valid driver's license.
- Knowledge of current principles and best practices of nursing standards of care.
- Strong work ethic and initiative in understanding all-school dynamics and proactively responding to a fast-paced environment.
- Must possess a calm and caring demeanor with a deep optimism about young people.
- Strong leadership and collaborative skills.

- Passion for working with students, families, colleagues within a vibrant and diverse community.
- Effective organizational skills with attention to accuracy and detail.
- Strong written and verbal communication skills.
- Compatibility with the school's values, culture, and community.
- Ability to create and implement policies and procedures.
- Ability to pass periodic background, drug and alcohol screenings.
- Ability to maintain confidentiality.
- Consistent and prompt attendance.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to constantly operate a computer, and other office machinery, such as calculator, copy machine, computer printer.
- Must be able to understand written and verbal instructions.
- Must be able to communicate and respond to questions from various levels with the organization.
- Must have manual dexterity sufficient to perform specified duties.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds.
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division.

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Human Resources, Marlee Fleming at marlee.fleming@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.