



INSTITUTE HEALTH DIRECTOR JOB DESCRIPTION



SUPERVISOR'S TITLE: Institute Program Director

POSITION PURPOSE: To ensure all medical needs and administrative requirements related to the health and well-being of all Institute participants and residential staff are met.

POSITION DESCRIPTION:

Overview:

The Northern Vermont Area Health Education Center (AHEC) is a small nonprofit within a statewide network whose mission is *to educate and inspire students and professionals to improve the health of Vermont communities*. One way we do this is through summer health career exploration programs for high school students. The Governor's Health & Medicine Institute is held annually in partnership with the Governor's Institutes of Vermont (GIV.org) and seeks to provide health career exploration and professional skills to Vermont high school students.

The **Institute Health Director (IHD)** is responsible for acting as the primary on-site health care professional to provide basic medical care and first aid as needed to the Institute community. In addition to clinical responsibilities, the Health Director is also responsible for managing all protected health information and some administrative tasks. Specific roles and responsibilities are outlined below.

Scope: The IHD is required to hold an active Vermont State RN license, and upon hire, agrees to operate under their 'Scope of Practice' as outlined by the Vermont State Board of Nursing while the program is in session.

Setting & schedule: This temporary position requires up to 3 hours of remote work per week between June 16, 2025, and July 3, 2025, and in-person attendance for the duration of the residential program, which occurs from July 5, 2025 - July 12, 2025, at Vermont State University Campus in Lyndonville, VT. While on-site, the IHD will be assigned a room in the dormitory to function as an infirmary. The IHD is responsible for staffing the infirmary during predetermined hours for students to access their morning and evening medications. The IHD is

expected to be available throughout the day, as needed. Overnight responsibilities are limited but require the IHD to be on-call in the case of a medical emergency.

Training. As part of the Institute Leadership Team, it is important that the Institute Health Director be fully informed of all pertinent health information and health needs of the Institute community. This requires additional onboarding and coordination with the Program Director, which will be the primary focus of the 3 hours per week commitment in the weeks leading up to the program. An all-staff training and orientation will occur on Saturday, July 5th. Staff must also undergo a criminal background check and provide proof of independent completion of the online Vermont-mandated reporter training.

Compensation. The Institute Health Director will be compensated **\$3,000** for their role in the Institute. All meals and housing are provided for the duration of the program.

SPECIFIC DUTIES

CLINICAL RESPONSIBILITIES

- Assist staff with health check-in and medication management on the day students arrive at the Institute.
- Monitor and support the daily health needs of all program participants and residential staff members. This includes:
 - Ensuring necessary health screenings and health protocols are executed.
 - Being familiar with the pertinent health information and needs.
 - Managing a safe, sanitary, and secure infirmary capable of providing basic level care.
 - Performing general patient assessments and vital sign acquisition if necessary.
 - Supervising students who feel unwell in the dorm while their peers are in classes.
- Ensure safekeeping and appropriate self-administration of authorized student medications and basic OTC medications.
- Ensure on-site presence and rapid response to any health-related incident involving participants and residential staff.
- Manage minor illness and injury including (but not limited to) abrasions, low-risk falls, suspected sprains or strains, etc.
- Initiate appropriate intervention and activation of the emergency response system in the event of any serious medical-related incident, injury, or illness, following the Institute's emergency response procedures.

ADMINISTRATIVE RESPONSIBILITIES

- Ensure safekeeping of all confidential, health-related documentations of program participants and residential staff.
- Keep, record, and provide appropriate documentation for all health-related encounters, including (but not limited to) medication self-administration, medical evaluations, and medical incidents.
- Enforce all other health- and safety-related protocols as outlined by the Institute Program Director and the Governor's Health and Medicine Institute.

Perform other duties as assigned.

REQUIREMENTS

- Must be a Vermont State Licensed Registered Nurse (RN).
- Experience working with youth and young adults is preferred.
- CPR certification also preferred.

TO APPLY

Please send a current resume and cover letter to:

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