



**Health and Wellness Director**

Department: Wellness  
Classification: **Exempt**

Reports To: **Center Director**  
Dates of (1<sup>st</sup>) Internal/External Posting:  
10/18/2024 – 10/26/2024

**Status: Full-Time**

**Salary: Contact Human Resources**

**GENERAL FUNCTIONS:**

Provides daily management and oversight of the Health and Wellness Center. Provides nursing services. Directs the Wellness Staff engaged in providing health services for all students and ensures departmental programs and standards meet all DOL, PRH, Center and Serrato Corporation requirements. Manages the delivery of health services, support, and education that will enhance student employability and help students maintain a healthy lifestyle. Ensures that quality health services are delivered in a professional, caring, and cost-effective manner. Focuses on wellness and disease prevention. Provides education on becoming "Fit for Work". Oversees the accommodation of students with disabilities; coordinates with appropriate medical and center staff. Ensures that quality health services are delivered in a professional, caring, and cost-effective manner.

**MINIMUM QUALIFICATIONS:**

Education: Registered Nurse. Minimum of an Associate's Degree in Nursing. Active, unrestricted license to practice in the state of Mississippi.

Experience: Minimum of three years of related experience or training is required. Supervisory experience is required.

Days/Hours: 5 days per week; 40 hours per week

**Job Description:**

- Supervises nursing requirements on Center.
- Monitors health services activities to ensure that quality services are provided to all students.
- Schedules meetings with appropriate personnel for discussion of any problems and/or suggestions relating to students' healthcare and services.
- Supervises and assists in the examination of all new enrollees.
- Orders all drug and medical supplies and stores when received.
- Keeps a log on all infirmary patients.
- Clears students for participation in sports.

**LICENSE OR CERTIFICATIONS:**

State Professional Nurse License (RN); Current BLS/CPR Certification. Valid State Driver's License.



## FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South  
Batesville, MS 38606  
Telephone: 662.563.4656  
Facsimile: 662.563.1644  
Toll Free: 800.733.5627

Interested applicants may forward a resume and appropriate credentials to:

Finch-Henry Job Corps Center  
Attn: Human Resources  
pittman.lucy@jobcorps.org  
Visit our website at  
<https://serrato-corporation.prismhr-hire.com/>

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