



FINCH-HENRY JOB CORPS CENTER

Health and Wellness Manager

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

Department: Wellness
Classification: **Exempt**

Reports To: **Center Director**
Dates of (1st) Internal/External Posting:
06/05/2025 – 06/12/2025
Salary: **Contact Human Resources**

Status: **Full-Time**

GENERAL FUNCTIONS:

Plans, directs and administers the Center's Health and Wellness Services Program including medical, dental, mental health care for students, environmental health and TEAP.

MINIMUM QUALIFICATIONS:

Education: State Licensed Registered Nurse

Experience: Three years as a practicing nurse; one of which was in a supervisory capacity.

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

Job Description:

- Develops and implements the Health and Wellness Services program in accordance with DOL guidelines, federal, state and city laws and regulations.
- Provides supervision, training, assessment, and leadership for Health and Wellness staff.
- Acts as liaison to local agencies for coordinating wellness services and environmental health inspections.
- Provides orientation to new students.
- Establishes individualized student health and wellness plans according to protocol outlined in the center's Health Standing Orders.
- Acts as Center Director in the absence of the same.
- Acts as trusted advisor to the Center Director and is a member of the senior leadership team.
- Schedules cursory medical examination for new students.
- Manages mental health program; makes referrals to and coordinates Center activities of the mental health consultant, TEAP, TUPP and all other health-related programs.
- Establishes and manages medical records and the Health Management Information System.
- Prepares medical and serious incident reports.
- Communicates with parents, legal guardians and other personnel regarding students' health and well-being.
- Conducts center needs health and wellness assessments; plans and coordinates services and programs that respond to identified student needs.
- Orders and maintains current dated pharmaceuticals and clinic supplies. Ensures that assigned staff performs monthly inventories of supplies to include expiration dates.
- Ensures the proper storage, handling and disposal of hazardous wastes generated by the health and wellness center.
- Inspects the food service facility and dormitories regularly.

Plans, organizes and controls the use of overtime and on-call staff to ensure compliance with Center and ETR policy and procedures.

LICENSE OR CERTIFICATIONS:

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



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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://www.etrky.com/career-center/>
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