

Medical Professional Expert (SC - Nurse Practitioner)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252347>

Downloaded On: Dec. 14, 2025 9:58am

Posted Jan. 29, 2025, set to expire Jan. 28, 2026

Job Title Medical Professional Expert (SC - Nurse Practitioner)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Jan. 29, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Health Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4810056/medical-professional-expert-sc-nurse-practitioner>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on

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the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from the appropriate level manager or administrator, and working in accordance

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with approved standardized procedures under the guidance of a physician at Saddleback College Student Health and Wellness Center (SHWC) or Irvine Valley College Student Health Center (SHC), performs comprehensive health and psychological assessments; creates diagnosis differential; develops treatment plans utilizing pharmacologic and non-pharmacologic treatment modalities; furnishes and dispenses medications; educates and counsels patients regarding matters pertaining to their physical or mental health; assists in the prevention, detection, and treatment of health-related problems.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or reasonably related duties from those set forth below to address business needs and changing business practices.

Provides clinical services to patients by performing health assessments, interpreting diagnostic data, determining diagnosis, developing treatment plans, following-up with patients, charting assessment results, and documenting medical services provided; recommends corrective and preventative health measures in accordance with established, physician-approved standardized procedures and guidelines.?

Furnishes and dispenses medications and administers immunizations in accordance with clinic protocols.?

Provides instructions to patients, orally and in writing, regarding findings, care plans, and follow-up recommendations; provides recommendations and referrals to appropriate community agencies.?

Communicates with patients, medical professionals, and a variety of outside agencies to exchange information and resolve issues or concerns as allowed by laws governing the release of medical information.

Documents physical findings, nursing assessments, laboratory results, and interventions; discusses cases with physicians and other health professionals to prepare a comprehensive

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patient care plan.?

Compiles information and health statistics data for reports; checks data; prepares and assembles informational materials.?

Evaluates, maintains, and updates a variety of health-related records and files, including student health and immunization records, emergency medical records, accident reports, and health and disability reports.?

Serves as a resource and liaison for the college community on issues of health promotion, including health education presentations, resource material development, organizing outreach activities, and committee membership.?

Serves as a liaison for COVID-19 surveillance and reporting to the college community and public health agencies.??

Monitors, maintains, and ensures proper maintenance, cleanliness, and sanitation of

examination rooms, medication/lab rooms and other SHWC/SHC areas; ensures an orderly work environment; assures compliance with established safety procedures and regulations.

Ensures compliance with, and abides by, all health office, state, and federal policies, laws, rules, and regulations; adheres to all confidentiality practices, guidelines, and regulations, including those required by HIPAA guidelines/regulations.

Maintains current knowledge and stays up to date on SHWC/SHC requirements; attends and participates in trainings, meetings, workshops, and conferences; learns new state and federal laws, rules, and regulations pertaining to health centers; participates in the development of new/revised procedures to accommodate changes; attends and participates in diversity, equity, and inclusion trainings and events. Maintains compliance with online coursework and other mandatory trainings and certifications (i.e., FERPA, HIPAA, CPR/First Aid, etc.) as directed by supervisor.

Participates in the planning and coordination of SHWC/SHC programs, activities, and clinics.

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Provides copies of medical records, TB tests, immunizations, and related items to patients following policy and procedures; provides medical records to other agencies as requested, within HIPAA guidelines and after appropriate release/waivers and approvals have been signed.

Establishes and maintains cooperative working relationships with students, staff, and faculty, as well as various outside groups associated with or servicing the program to ensure efficient, effective, and correct implementation of departmental objectives; serves as liaison, and assists with the coordination of services, functions, and activities with other College/District departments, including those at off-site locations and strategic partners.

Serves as the SHWC/SHC lead and provide functional and technical direction to SHWC/SHC staff in the absence of the assigned manager or administrator; provides functional and technical training, guidance, and work direction to lower-level staff and student workers; participates in the oversight of day-to-day operations of patient care in collaboration with Lead Charge Nurse and Director.

Operates a variety of office equipment and machines; learns to use new technology as necessary to perform duties; utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; utilizes various computer applications and software packages.

Assists the manager/administrator in meeting reporting requirements, functional responsibilities, and objectives.

Assures the timely completion of work in accordance with established policies, procedures, and standards.

Serves as a mandated reporter per the California Penal Code.

Perform related duties as required.

QUALIFICATIONS

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The following generally describes the knowledge and ability required to enter the job and/or be learned within an abbreviated period of time in order to successfully perform the assigned duties.

Knowledge of:

Current principles, practices, methods, and techniques in the field of nursing.

Medications and their desired effects, side effects, and complications of their use.

Basic laboratory procedures.

Common medical, physical, and psychological conditions, causes, and the procedures involved in diagnosis and treatment of these conditions.

Community resources and current trends and concepts, ethics, and legal matters pertaining to medical practice and mental health issues.

Principles and practices of healthcare quality control assurance.

Communicable disease epidemiology, prevention, and control in accordance with recommendations from local and state public health departments, and the Centers for Disease Control.

Basic first aid, cardiopulmonary resuscitation (CPR), and health assessment techniques.

Mandated reporting laws, Title IX and FERPA regulations.

Purposes, uses, and operating characteristics of a variety of equipment and supplies used in the provision of medical care, treatment, and related services.

Principles and practices of data collection and report preparation.

Philosophy, operational characteristics, services, activities, goals, and objectives of the HWC/SHC; eligibility requirements; specialized functions, activities, operations, rules, regulations, requirements, and restrictions related to the health and wellness center; terminology, techniques,

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equipment, materials, principles, theories, practices, and procedures related to the health and wellness center.

Information and research resources available related to health and wellness centers.

Work organization and current medical office practices, procedures, terminology, methods, and equipment, including computer hardware and peripherals, devices, and applications; principles and procedures of business letter writing.

Principles, practices, and procedures of safety and sanitation requirements related to health care facilities and equipment; sterilization techniques and medical waste disposal procedures.

Principles and techniques used in providing an important level of customer service and patient care.

Techniques to facilitate effective interaction with people on an individual or group basis; interpersonal skills using tact, patience, and courtesy.

Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary; public speaking and presentation skills.

Pertinent federal, state, and local laws, codes, and regulations, including FERPA, HIPAA, and the Americans with Disabilities Act; confidentiality requirements when dealing with personal and sensitive student information; confidentiality requirements applicable to patient health reports and records.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds; institutional and community resources available to assist a diverse student population; needs of students with disabilities or requiring special services,

Principles, practices, requirements, and procedures of records management.

Occupational hazards, health, and standard safety policies and procedures applicable to a health and wellness center, including applicable OSHA rules and regulations.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

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District and College organization, services, programs, operations, policies, and objectives.

Ability to:

Diagnose medical and mental health problems, conduct comprehensive physical examinations and order laboratory tests; interpret diagnostic tests and develop medical and mental health treatment plans to meet the needs of patients.

Triage medical situations and differentiate between medical emergency and non-emergency situations; recognize adverse signs and symptoms; remain calm and appropriately respond to emergency situations; administer First Aid, CPR, and AED.

Recognize adverse signs and symptoms and react swiftly in emergency situations.

Collect, organize, record, and communicate data relevant to health assessments as per current legal requirements.

Operate a variety of medical equipment.

Work collaboratively with physicians and other members of medical and mental health teams.

Instruct and counsel patients on health matters, including referrals to appropriate providers and community resources.

Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; respond appropriately to health needs, requests, and inquiries; effectively present information in person, electronically, or on the telephone to students, staff, or the public; provide excellent customer service.

Adhere to ethical standards of the nursing profession as described by the American Nursing Association.

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Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively; conduct presentations, as necessary.

Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.

Exercise good judgment, discretion, tact, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

Operate office equipment including hardware, software, and devices supporting word processing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; compose and prepare correspondence and memoranda; maintain filing systems; prepare documentation, reports, and other written materials.

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, interpret, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.

Coordinate and oversee programmatic accountability and regulatory reporting activities.

Evaluate and develop improvements in operations, procedures, policies, or methods.

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Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Assess situations, analyze problems, identify alternative solutions, project consequences of proposed actions, and adopt effective courses of action.

Develop, implement, and coordinate assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.

Maintain the cleanliness, sanitation, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.

Participate in the preparation and administration of assigned contracts and budgets.

Perform arithmetic calculations quickly and accurately.

Effectively utilize technology and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems.

Maintain an adequate inventory of materials and equipment.

Provide training, functional and technical work direction, and guidance to assigned staff and student workers.

Assist others in locating appropriate resources; provide assistance to others in matters related to assigned area.

Participate in trainings, conferences, and meetings on-site and off-site as required.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

Work evening/weekend shifts, as required.

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EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Master's or Doctorate degree in Nursing practice from an accredited college or university.

Nurse Practitioner Certification

Experience:

Minimum of one (1) year work experience as a Nurse Practitioner in a healthcare setting with an adult population

Licenses, Certificates, and/or Other Requirements:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Possession of a valid and active license as a Registered Nurse (RN) and Nurse Practitioner (NP) with the California Board of Registered Nursing (BRN)

Possession of a valid furnishing license from the California BRN

Possession of a current federal Drug Enforcement Administration (DEA) number

Possession of a current National Provider Notification (NPI) number.

Possession of National Certification as a Family Nurse Practitioner by either AANC or AANP.

A current Basic Life Support certificate and AED training issued by the American Heart

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Association.

Possession of updated immunizations and titers to communicable diseases in accordance with the college policy and CDC recommendations prior to first day of work.

Desirable Qualifications:

Experience as a Nurse Practitioner in a college health center.

Public Health Nurse (PHN) Certification

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment:

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients.

Physical Demands:

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; to operate a motor vehicle to conduct off-site consultations and to visit various College sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office

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and medical equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary

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NBU employee. Employment will be on an “if and as needed” basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15th of the first month to the 14th of the second month. NBU employees are paid on the 10th of the third month.

Example: For the following reporting period: September 15th through October 14th, the NBU employee will be paid on November 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format.

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Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening

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date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

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The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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