

The University of Texas at San Antonio

Job Description

Job Title: Occupational Health Coordinator
Code: 16636
Salary Grade: 62
Department/Division: Environmental Health, Safety and Risk Management / Occupational Health and Wellness Safety Division
Reports To: Occupational Health & Wellness Manager

Summary

- Function: To provide daily oversight, guidance and periodic training for UTSA's Occupational Health Program (OHP). Provides faculty and staff assistance with policy and procedure compliance, and interpretation of standards and regulations associated with environmental health and occupational safety programs. Act as liaison between the employees enrolled in this program, the administrative staff, and treating health care professionals. Provide onsite assessments for job hazards and worker comfort, and recommends means to minimize exposure to those hazards.
- Scope: Provide and monitor these programs for all faculty, staff, and volunteers located on all UTSA owned, leased, or operated property, facilities or vehicles, and all UTSA Campuses.

Duties

- Typical:
 1. Monitor the Occupational Health Program (OHP) for compliance with all applicable federal, state and local legislation and codes governing employee health, and occupational safety.
 2. Coordinate with medical professionals, university faculty and staff, and Student Health Services staff in order to process and maintain the OHP.
 3. Assist in the continued development of institutional programs, policies, manuals, and guides related to occupational health and safety.
 4. Provide and / or assist with the delivery of physical exams, monitoring of vital signs, vaccinations, and basic medical procedures and review for program participants under the guidance of the OHP Medical Director.
 5. Assist in the investigation of UTSA business related accidents, injuries and exposures. Prepare reports of code violations along with suggested corrective action. Submit work requests for corrective action as appropriate.

- 6. Maintain a high degree of confidentiality with employee record keeping in compliance with medical surveillance best practices and HIPAA.
- 7. Assist other divisional staff with providing job hazard analyses for staff positions and recommending appropriate personal protective equipment (PPE) and medical surveillance necessary for that job function.
- 8. Train university personnel in safety procedures and methods relating to occupational safety programs.
- Periodic:
 - 9. Survey and inspect occupational health and safety conditions.
 - 10. Provide A.E.D., C.P.R., and first aid training for university staff. Assist divisional staff with maintaining the campus inventory of public use Automatic External Defibrillators (AEDs).
 - 11. Provide ergonomic assessments and consultation with management and employees as to methods and equipment that may assist in reducing potential on the job injury in various workplace environments.
 - 12. Provide tobacco cessation training for staff.
 - 13. Maintain campus pandemic influenza supply inventory.
 - 14. Serve on one or more institutional safety committees as qualified and as approved by Manager, Director and Committee on Committees.
 - 15. If qualified, may participate in emergency response duties as member of the UTSA HAZMAT Emergency Response Team.
 - 16. Perform other duties as assigned to include supply and equipment orders.

Education

Required	Preferred
Bachelor’s degree of Science in Nursing (BSN)	Master’s Degree in Nursing or a related field such as Biology, Health & Kinesiology, Occupational Health, or Public Health.

Other Requirements

Required	Preferred
Registered Nurse in state of Texas	Certified Occupational Health Nurse – Specialist (COHN-S)
Valid class C Texas State Driver’s License or ability to obtain one within 30 days of hire.	Current or previous FBI security clearance in a registered CDC or USDA select agent and toxin program.
Must pass Criminal Background Check (CBC).	Certification with the American Heart Association (AHA) preferred.
Ability to conduct walking surveys of buildings, stairways and construction sites.	
Certified as a Cardiopulmonary Resuscitation (CPR), first aid and Automatic External Defibrillator (AED) Instructor, or able to obtain certification within 180 days of hire.	

Experience

Required	Preferred
Three years of experience related to occupational health medicine with at least one year related record keeping and injury / illness follow-up.	Three years of experience in a medical office, clinic or hospital environment as a practicing nurse.
At least one year clinical nursing experience treating patients: performing vital signs, body fluid sample collection, giving injections, etc.	

Equipment

Required	Preferred
Use of personal computers with business productivity software, calculators, digital cameras, scanners, facsimile machines and other standard office equipment.	Ability and skill in using the TSI Port-a-Count [®] , or similar, quantitative respirator fit testing apparatus.
MS Word, Excel, and PowerPoint software.	
CPR manikins, AEDs, blood pressure monitoring devices, respiratory fit testing equipment, venipuncture and vaccination / injection medical devices.	

Working Conditions

Usual	Special
Usual office / medical office conditions with periodic offsite business travel required.	Occasional exposure to outside weather conditions, intense noise, restricted work space, and hazardous materials/conditions.
Ability to lift 35 lbs. with or without accommodation.	Periodic travel to tri-campus locations that involves transport of training and test equipment for CPR/First Aid/AED classes.

Supervision

Received	Given
Receive assignments and guidance from the Occupational Health & Wellness Manager and / or Director. Work at a high level of technical competence with little supervision.	General supervision of assigned personnel. Provide guidance to administrative staff related to the OHP scheduling, records and file maintenance.

Accuracy

Maintains accurate records and proficiency in all phases of duties performed
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and compliance with applicable laws, regulations, policies and procedures is maintained.