

Camp High Hopes **Job Description**

Job Title: **Health Care Director**

Incumbent:

Classification: ***Exempt (Year-Round)***

Reports to: **Operations Director**

Qualifications:

- ♦ Registered nurse (RN) with a current license as required by state law and 5 years of experience
 - ♦ Licensed practicing nurse (LPN) with 7 years of experience.
- ♦ Certification in CPR and First Aid including instruction or ability to obtain
- ♦ Experience in emergency management.
- ♦ Understanding of ASL (American Sign Language) common words and phrases
- ♦ Valid Driver's license.
- ♦ Experience in caring for both children and adults with chronic illness/injury/physical and developmental disabilities.
- ♦ Desire to work with children and adults with disabilities and chronic illnesses.
- ♦ Knowledge in Community health.
- ♦ Prior management and supervisory experience.
- ♦ Self motivated professional with leadership and organizational skills.

Position Purpose:

The Health Care Director is responsible for overseeing the Healthcare Center, including camper medication management and treatments, supervision of Healthcare Center staff, and overall management of Healthcare Center.

Essential Job Functions:

1. Provide health care to meet individual needs of campers and staff.
 - ♦ Create and maintain the camp's Healthcare Manual and Treatment Procedures Manual.
 - ♦ Follow health care policies/procedures as described in the Healthcare Manual and Treatment Procedures Manual.
 - ♦ Provide management of all aspects of camper health/medical care during camp sessions.
 - ♦ Assist staff in managing minor personal health care needs and referral to outside services as needed.
2. Organize, maintain, and utilize resources efficiently for serving the health and medical needs of the campers and staff.
 - ♦ Set up and maintain the camp's Healthcare Center.
 - ♦ Maintain medical supply inventory and order all necessary supplies and equipment.
 - ♦ Prepare and manage the annual Healthcare Center budget.
3. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
 - ♦ Ensure seasonal staff and camper health records are current (within 2 years) and on file.
 - ♦ Prepare and utilize daily medical log for camper treatment and medications.
 - ♦ Maintain separate daily health logs for camper and staff to document any treatments given.
 - ♦ Document all serious health-related incidents that are reported per incident reporting policy.
4. Oversee First Aid/CPR procedures, supplies, and training.
 - ♦ Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, and off base camp trips.
 - ♦ Ensure supplies are current, well stocked, and distributed as needed.

- ♦ Ensure AEDs are operational and updated.
 - ♦ Maintain current instructor status in Nationally Recognized First Aid/CPR course.
 - ♦ Schedule seasonal trainings in coordination with operations management team.
 - ♦ Ensure staff complete renewal trainings as required by expiration of certifications.
 - ♦ Maintain current and accurate records of certifications and trainings.
5. Ensure a staff orientation session is delivered on medical services.
 - ♦ Ensure camp staff and campers know their role related to health care and first aid.
 - ♦ Provide staff orientation that reviews standing orders, Healthcare Center hours, specific camper health and social needs, Healthcare Center procedures, camper lifting and daily direct care and camper hygiene procedures, emergency procedures, growth and development of age groups, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition, and first aid in the camp setting.
 6. Assist with the camper registration and arrival/departure process.
 - ♦ Ensure receipt of completed camper health history, permission to treat, and current insurance information prior to camper attendance.
 - ♦ Verify that all needs listed on the camper's health history form can be accommodated. Coordinate contacting of parents/caregivers/healthcare professional for clarification.
 - ♦ Secure medications/medical supplies for each camper upon arrival and return all unused items and extra doses of medication upon departure.
 - ♦ Obtain signed release by parent, guardian or driver when picking up a camper upon departure when responsible for releasing camper to caregiver.
 - ♦ Review summary of camper's medical and dietary needs with Program Director for delivery to counselors and dietary staff.
 - ♦ Assure a copy of health history, insurance information, and signed permission to treat form or signed waiver exempting the participants from medical treatment accompanies each camper and staff leaving camp for a scheduled activity.
 7. Screen all campers and staff who are arriving and departing camp.
 - ♦ Review health history, medications (campers only), and verify emergency authorization.
 - ♦ Develop and provide oversight of health screening process for staff hire and camper arrival/departure.
 - ♦ Identify any observable evidence of illness or communicable diseases.
 - ♦ Conduct a health assessment and report findings to authorities as appropriate.
 - ♦ Communicate use emergency medications such as of epi-pens for allergies and diastat for seizures to counselors and instruct them in proper usage as necessary.
 8. Supervise infection control policy and procedure throughout camp.
 - ♦ Create and maintain the Infection Control Manual
 - ♦ Observe infection control policies and procedures and intervene as necessary.
 - ♦ Conduct training regarding infection/exposure control and hazardous materials management.
 - ♦ Report any health concerns to the operations management team.
 9. Oversee Mandatory Reporter trainings per state requirements and ACA standards
 - ♦ Maintain current and accurate records of trainings and certifications.
 - ♦ Keep training materials current to state mandates.
 - ♦ Conduct seasonal trainings as coordinated with operations management team.
 10. Be at work on time and clean in appearance
 11. Regular and punctual attendance at location determined by employer.

Other Job Duties:

- ◆ Perform any additional tasks as assigned by the Operations Director.
- ◆ Provide leadership in the camp's risk management program.
- ◆ Schedule and supervise nurses, health assistants, and/or first aid personnel.
- ◆ Develop and maintain a resource file and obtain information and/or literature concerning health care in the camp community.
- ◆ Coordinate with operations management team in contacting parents/caregivers concerning the status of camper health involving any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc. needing further assessment.
- ◆ Maintain a working knowledgeable of outside health resources.
- ◆ Evaluates the efficiency of the health care team and services provided by the Healthcare Center.
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Relationships:

The Health Care Director reports to the Operations Director and supervises the healthcare staff. The Health Care Director has specific relationships with other ancillary health care personnel which may include volunteer/staff physicians, on-call nurses, or other designated healthcare staff. General camp cleanliness may involve direction by the Health Care Director to camp counselors and staff with reference to specific health issues.

Equipment/Supplies:

The camp's Healthcare Center includes a recovery room for ill campers, nurses' station, exam area, medical record storage, and a locked medication and equipment storage. Medical equipment may include oxygen, AED, nebulizer, gastric/feeding tubes, sleep apnea monitor, mechanical lift, wheelchair, powerchair, diabetic/insulin dependent blood sugar monitor, colostomy and urinary catheter supplies, and trachea care kits.

*Emergency Medical Services available near the camp includes Siouxland Paramedics, and Sioux City Fire and Police departments.

Expectations-Knowledge, Skills, and Abilities:

The Health Care Director must have general nursing functions, staff training capabilities, knowledge of special diets, infection control principals, physical assessments, standing orders, vital signs, medical terminology/abbreviations, inventory and purchasing capabilities for the Medical Center.

Physical Aspects of the Job:

- ◆ Ability to 50-75 lbs on a routine basis.
- ◆ Lift/assist campers and staff.
- ◆ Read and follow directions on medication labels, health forms, physician orders, and parent letters.
- ◆ Use communication devices.
- ◆ Create and maintain an accurate medical record system.
- ◆ Access remote locations on camp property over uneven terrain in a timely manner.
- ◆ Observe and assess sanitation and safety conditions of the camp.
- ◆ Communicate with parents, staff, and administration regarding any camper health concerns.
- ◆ Maintain endurance to meet emergency needs.
- ◆ Transport camper/staff to off-camp health provider, physician, or emergency treatment locations.