

## Seasonal Camp Health Care Manager

### Position Description

#### **Position summary**

The Health Care Manager is primarily responsible for ensuring the health and well being of campers and staff during their stay at camp. This includes, but is not limited to: intake, distribution and return of campers' prescription medications, providing general first aid and health care, aiding with homesickness, alerting and educating campers and staff to healthy practices including but not limited to Blood Borne Pathogens, universal precautions and infection control, and ensuring that timely emergency medical treatment is sought and/or delivered compliant with health and safety standards. Health Care Manager assures that health and safety needs are met as to assure that staff and campers may recognize a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention.

#### **Responsibilities including but not limited to:**

1. Provide health care to meet individual needs of camp staff and campers.
  - a. Collaborate with other staff to meet medical needs.
  - b. Follow health care policies/procedures as described in the Healthcare Manual and Treatment Procedures and compliant with all federal, state and local regulations specific to health care, including compliance with ACA standards.
2. Organize, maintain, and utilize adequate resources and records for serving the health and medical needs of the campers and staff.
  - a. Set up and maintain the camp Health Center compliant with established health care standards.
  - b. Inventory and order all necessary medical supplies and equipment.
  - c. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
  - d. Ensure staff and camper health examinations are current and on file.
  - e. Prepare and utilize daily medical log for treatment and medications.
  - f. Prepare and record insurance and accident report forms.
3. Oversee First Aid procedures and supplies.
  - a. Monitor and correct any/all violations or deficiencies in safety policy and compliance through immediate intervention and ongoing education and training of staff and campers.
  - b. Documents and reports all concerns to Camp Director immediately
  - c. Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, and out-of-camp trips.
  - d. Ensure supplies are well stocked and distributed as needed.
  - e. Ensure a staff orientation session is delivered on medical services.
  - f. Ensure camp staff and campers know their role related to health care and first aid.

- g. Works with Camp Director to provide or ensure orientation is provided that includes standing orders, clinic hours, specific camper health and social needs, health center 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.
4. Identify any observable evidence of illness or communicable diseases.
  - a. Screen all campers and staff who are arriving and departing camp.
  - b. Verify health history and examination.
  - c. Verify emergency authorization.
  - d. Conduct a health assessment.
  - e. Secure and dispense all medications used by campers and staff compliant with law and policy.
  - f. Supervise sanitary conditions throughout camp.
  - g. Observe daily cleanliness in the food service facility and other areas throughout camp.
  - h. Report any health problems or symptoms of illness to the Camp Director.
  - i. Perform other duties as assigned by the Camp Director.

### **Essential Functions**

Applicants for the Health Care Manager position should, at minimum, have the ability to:

- Bona Fide Occupational Qualification of at least 25 years old
- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check.
- Obtain/retain registration as a member of the Girl Scouts of the USA.
- Obtain/retain unrestricted licensure as a Registered Nurse in the practicing state.
- Obtain and maintain current certification in CPR including AED Training and First Aid
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques.
- Recognize emergencies, direct and manage staff and campers in health, safety, and emergency situations.
- Supervise campers when placed in his/her care and provide for their well-being at all times.
- Ability to climb, crouch and walk on uneven terrain and demonstrate safe and proper use of medical/first aid supplies and equipment.
- Ability to work indoors and outdoors in all types of weather
- Ability to lift and carry up to 50 pounds
- Adapt to the changing demands of the position.
- Apply independent discretion within the boundaries of the position.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic environment.
- Effectively communicate verbally and in writing with staff, volunteers, campers, parents and



guardians.

### **Reporting relationship**

The Health Care Manager is supervised by the Camp Director.

### **Qualifications**

The ideal candidate for the position of Health Care Manager should, at minimum possess:

- License in the practicing state as an DR, NP, RN, PA, LPN or EMT.
- Desire and ability to work extended hours and in close proximity with children and other diverse individuals.
- Ability to originate, update, and/or monitor health care, maintain records, and implement a pre-established health care plan
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards, as well as the mission and vision of GSMWLP.
- Strong leadership skills
- Honesty, integrity and trust while performing all job duties.