



Position Title: Health Care Manager

Reports to: Camp Director

Status: Seasonal, Full-time, Exempt, June 17 thru August 11, 2019

Location: Camp Bovey – Residential Summer Camp in Gordon, WI

Position Purpose:

The Health Care Manager is responsible for overseeing the health and safety of campers and staff. This position requires one of the following certifications: EMT-P, EMT-I, EMT, EMR, CNA or WFR with med-passing certificate, or LPN or RN (*must be licensed in the state of Wisconsin or able to obtain WI License*)

Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers, which will include medication dispersal.
 - Collaborate with other medical staff to meet medical needs.
 - Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
 - Organize and disperse medication to campers and staff as needed throughout the day.
 - Respond as needed to medical needs of campers and staff throughout the camp session.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
 - Set up the camp Health Center.
 - Inventory and order all necessary medical supplies and equipment.
3. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
 - Ensure staff and camper health examinations are current and on file.
 - Prepare and utilize daily medical log for treatment and medications.
 - Prepare and record insurance and accident report forms.
4. Oversee First Aid procedures and supplies.
 - Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.
 - Ensure supplies are well stocked and distributed as needed.
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 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.

6. Screen all campers and staff who are arriving and departing camp.
 - Verify health history and examination.
 - Verify emergency authorization.
 - Identify any observable evidence of illness or communicable diseases.
 - Conduct a health assessment.
 - Keep all medications used by campers and staff.
7. Supervise sanitary conditions throughout camp.
 - Observe daily cleanliness in the food service facility and other areas throughout camp.
 - Report any health problems or symptoms of illness to the Camp Director.

Other Job Duties:

- Perform any tasks beyond those assigned as help is needed.
- Provide leadership in the camp's risk management program.
- Supervise health assistant and/or first aid position.
- Develop a resource file and obtain information and/or literature concerning health in the camp community.
- Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations: any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc.
- Be knowledgeable of outside health resources.
- Evaluate medical services.

Relationships:

The Health Care Manager has specific relationships with other health care staff which may include volunteer/staff physicians, on-call nurses, or other designated medical staff. A Health Care Manager relates to the Head Cook to ensure sanitation is upheld in the kitchen and food service areas. General camp clean-up and housekeeping often identifies the relationship with the Camp Counselors and the Health Care Manager with reference to cleanliness and camper and staff health and to communicate specific health issues.

Qualifications:

- EMT-P, EMT-I, EMT, EMR, CNA or WFR with med-passing certificate, or LPN or RN (*must be licensed in the state of Wisconsin or able to obtain WI License*).
- Must have completed one year in college or equivalent work experience beyond high school.
- Camp health care and/or Nursing experience preferred.
- Experience in first aid and emergency care.
- Experience in both children and adult illness/injury care.
- Must have current professional CPR certification.
- Previous camp experience preferred (either as camper or staff).
- Ability to relate to youth and adults in a positive manner.
- Ability to live in the rustic, communal setting of summer camp with female and male campers and staff of all ages.
- Ability to walk/hike in sandy terrain.

Knowledge, Skills, and Abilities:

The Health Care Manager must be equipped to handle basic medical needs, such as routine medication dispersal, using asthma treatment products, and oversight and/or assistance with administering shots. We notify potential campers in advance that our medical team will not handle more advanced medical

oversight (such as regulation insulin levels). The Health Care Manager must also be equipped to handle medical needs typical in camp settings independently or sufficiently until advanced medical care (with in 15 minutes away) can arrive. We do not have an AED on site.

Physical Aspects of the Job:

- Ability to lift/assist campers and staff.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to use a telephone.
- Maintain written record system.
- Ability to quickly get to remote locations on camp property over uneven, sandy, rocky, and unpaved terrain.
- Observe and assess sanitation and safety conditions of the camp.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Possess endurance to meet emergency needs.
- Ability to drive or accompany the Camp Director to off-camp health provider, physician, or emergency treatment locations.

Compensation: \$65/daily rate or \$2,340 seasonal (children 7+ may attend camp free; children below 7 may live with you with you onsite an independent caretaker as needed).

Application deadline: Open until filled

Apply directly online: <https://goo.gl/forms/xvi2she72za40BW33>

Resume and cover letter should be submitted along with the application using the above link. If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to campboveyHR@gmail.com ; or visit our website at www.esns.org

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