

Health Care Supervisor Position Description



CAMP OCCOHANNOCK ON THE BAY

A Ministry of the Eastern Shore District of the United Methodist Churches

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Job Title: Health Care Supervisor

Reports To: Camp Director

Position Purpose:

Health Care Manager is responsible for overseeing the health and safety of campers and staff.

Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers.
 - Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
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 Camp Occohannock on the Bay's 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 know their role related to health care and first aid.
 - Provide or ensure orientation is provided that includes clinic hours, specific camper health needs, health center procedures, emergency procedures, staff health assessment of campers, 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.

MINIMUM QUALIFICATIONS:

Must be at least 18 years of age.

Must be studying Nursing

Current CPR Certified

Current First Aid Certified

Driver's License

Desire and ability to work with children outdoors.

Some experience in supervising others especially peers.

Has a desire to work in a Christian environment.

Good character, integrity and adaptability

Enthusiasm, sense of humor, patience and self-control.

Must have an open mind and a flexible work ethic.

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PHYSICAL REQUIREMENTS:

Prolonged Standing

Bending

Stooping

Walking Long Distances

Stretching

Running

Eye-hand Coordination
Manual Dexterity to
Manipulate Outdoor
Equipment and Camp
Activities

Requires Normal Range of
Hearing and Eyesight to
Record, Prepare, and
Communicate Appropriate
Camper Activities/
Programs and the Ability to
Lift Up to 50 lbs;

Willing to Live in a Camp
Setting

Work Irregular Hours with
Limited or Simple
Equipment and Facilities;
With Daily Exposure to the
Sun, Heat, and Animals
Such as Bugs, Snakes, Bats,
etc.

- Verify emergency authorization.
- Identify any observable evidence of illness or communicable diseases.
- Conduct a health assessment.
- Keep all medications used by campers and staff.

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.

Equipment Used:

Treat equipment as if it is yours.

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 terrain.
- ◆Observe and assess sanitation and safety conditions of the camp.
- ◆Ability to communicate with parents, staff, and administration about camper health concerns.
- ◆Ability to drive to off-camp health provider, physician, or emergency treatment locations.

Staff Provisions:

Lodging and 3 meals a day and work week starts Sunday @ 2pm until Friday @ 7pm.

Health Care Supervisor Salary:

\$1500 - \$1800 (depending on certifications and experience)

Dates of Employment:

June 14th @ 6 pm- June 23rd @ 4 pm 2017 (Staff Training)

June 25th @ 2 pm –August 12th @ 3 pm 2017 (Summer Weeks)

Thank You,
Camp Director
Michael Henry