Job Description

Job Title: Director of Health Center
Reports to: Executive Director

The Health Center Director is responsible for providing the leadership to ensure superior medical services to campers and staff at Camp Laurelwood. They provide first aid care for campers and staff, overseeing the administration of medications to campers and staff, coordinating visits to a physician when needed, monitoring health and cleanliness standards, organizing paperwork and maintaining file organization. Work with the camp director, head nurse and various staff, help provide adequate physical health conditions for all, and assist staff with tasks as necessary.

Job Responsibilities:

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Coordinate and provide superior medical care for campers and staff.
- Ensure proper implementation of standing orders.
- Respond to all on-camp medical emergencies and refer to emergency medical services or local hospitals as appropriate.
- Ensure proper medication administration and documentation.
- Ensure skilled performance of procedures by nursing staff as appropriate including but not limited to medication/fluid administration, injections, etc.
- Provide initial assessment of all campers, and staff members seeking medical assistance.
- Provide initial intervention for seasonal staff work-related injuries and refer to appropriate centers in conjunction with the Camp Director.
- Provide communication with campers' families and physicians as needed.
- Collaborate with program staff to ensure program activities are medically appropriate and implemented safely.
- Supervise all nursing staff personnel including Health Center Support Staff.
- Development and continuous updating of all medical policies and procedures including management of injuries and new illnesses.
- Report to leadership staff as requested concerning medical issues.
- Ensure confidentiality of camper and staff medical information and records.
- Ensure compliance and proper reporting to all appropriate local, state, and federal agencies.
- Ensure the medical facility meets and maintains compliance with all applicable regulations and standards of the State of Connecticut and the American Camping Association.
- Review camp's emergency action plans, including tornado, lost camper, fire, hurricane, and medical emergency and help ensure best practices in these areas.
- Update, maintain, and ensure the accuracy of camper, staff and volunteer medical information in the computerized database.
- Maintain compliance with all federal and state regulations regarding the use of narcotics and restricted medications.
- Maintain medical supplies and equipment including, weekly inventories, placing orders, stocking, and maintaining supply contacts.
- Develop and maintain relationships with CT Pharmacy for obtaining needed medications.
- Provide basic orientation to general medical policies and information regarding conditions and illnesses being served.
Recruit and interview volunteer and summer seasonal nursing staff, ensuring proper specialized medical coverage.

Assist with recruitment and interview of, nurse practitioners, volunteer physicians, physician assistants, health care support staff, etc.

Ensure appropriate medical coverage is in place based upon the needs of campers and staff.

Job Requirements

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
- Degree in nursing
- RN Required
- Current, unrestricted Pediatric or Family Nurse Practitioner certification
- Current, unrestricted Connecticut nursing and nurse practitioner license
- Current PALS (Pediatric Advanced Life Support), PEARs (Pediatric Emergency Assessment, Recognition, and Stabilization), and Healthcare Provider BLS (Basic Life Support) certifications
- Pediatric experience preferred
- Certification in First Aid & CPR
- Desire to work in a camp community
- Ability to work with a variety of health care professionals
- Supervisory experience preferred
- Prior camp experience preferred

Essential Functions:
- Ability to communicate and work with groups participating (age and development levels), and provide necessary instruction to campers and staff -individually, in small or large groups
- Ability to communicate with parents
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Ability to read prescriptions and health exams for the nurse practitioner or camp consulting pediatrician
- Physical ability to get to remote locations on camp property quickly
- Friendly, happy, with a good sense of humor
- Ability to originate, update, and/or monitor healthcare, maintain records, implement a health plan
- Ability to make decisions and take initiative
- Ability to use the telephone
- Ability to observe and assess unsanitary or unhealthy conditions of camp
- Ability to keep neat and orderly records
- Ability to lift or assist campers or staff
- Ability to deal with problems involving complex situations, and understand of health laws
- Knowledge of Microsoft Word and Microsoft Outlook; Ability to learn CampMinder
- Ability to pay close attention to detail for accuracy and thoroughness in completing work