



Position Title: Resident Camp Health Manager
Salary: \$13.00 - \$17.00/hour

Reports To: Resident Camp Director
FLSA Status: Non-exempt

SUMMER 2019 DATES OF EMPLOYMENT

June 9, 2019 – July 26, 2019

POSITION SUMMARY

Under the supervision of the Resident Camp Director and technical direction of a licensed physician, the Resident Camp Health Manager is the health and safety supervisor for the camp. The Health Manager will work to ensure the health and safety of every person in camp. The position will be responsible for all health and cleanliness standards.

QUALIFICATIONS

- Minimum age 21
- Current California license as RN, LVN or MD or equivalent certifications per CA Health and Safety Code 1596.866:
 - The candidate must have 15 hours of health and safety training that shall include: Pediatric First Aid; Pediatric CPR; and a preventative health practices course or courses that include instruction in the recognition, management and prevention of infectious diseases, including immunizations, and prevention of childhood injuries.
- Public Health or school nursing experience desirable, experience with children preferred
- Ability to make decisions and act wisely in emergencies
- Ability to originate, update, and/or monitor health care, maintain records, and implement healthcare standard operating procedures
- Have a desire and ability to work with children ages 5 – 17
- Interact with girls, staff, volunteers, and parents in a positive, professional manner
- Serve as a positive role-model for campers, staff, and volunteers
- Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Patience and capacity to show interest and compassion for every camper and staff member
- Belief in the Girl Scout Mission and willingness to subscribe to the principles as stated in the Promise and Law
- Commitment to assuring that the diversity of campers and staff is appreciated. Flexibility in working with campers and staff from all socio-economic, religious and cultural backgrounds.
- Must have a valid driver license, reliable transportation, and current insurance
- Be able to pass a background check
- Must be available for the full duration of the employment period

ESSENTIAL FUNCTIONS

Supervision

- Monitor health of all staff and campers
- Monitor and evaluate camp procedures, facilities, and conditions and suggest modifications that would create safer and more healthful conditions in the camp. Supervises sanitation and safety practices throughout the camp, including kitchen, dining hall, and BIFFYs.

Administration

- Conduct inventory of supplies for Health Hut and place orders when necessary, ensuring timely arrival of supplies
- Coordinate coverage of Health Hut with Administrative Team
- Participate in and lead specific areas of staff training pertaining to camp health and safety, CPR, first aid, and use of universal precautions for infection control
- Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season

Risk Management

- Responsible for completion and organization of health-related paperwork such as accident/incident reports that can be used for risk management purposes, insurance claim forms, health department records, and health forms
- Maintains health standards as outlined by federal, state, local, GSUSA, GSSN, and ACA regulations
- Responsible for storing and dispensing camper and staff prescription medications, approved over-the-counter medications, and all medical supplies
- Knowledge of camp crisis manual and associated procedures
- Familiarity with nearby health care providers and emergency response services

Program

- Ensure that each staff member and camper has on file a Health History and Medication Release Form as required
- Set up system for health screening for arriving campers and staff within 24 hours of arrival, as well as a system for health screening for trips out of camp. Notify appropriate camp staff of any health concerns or needs
- Establish and follow appropriate medical routines as outlined in the standard operating procedures including recordkeeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders
- Establishes and maintains regular Health Hut hours. Responsible for cleanliness and organization of Health Hut
- Establishes and maintains contact with area physician. Make appointments, when necessary, with medical/dental personnel in the community. Accompany patient to medical facility.
- Fill, issue, check and maintain all first aid kits



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- Notifies Resident Camp Director of any safety or health concerns, especially those requiring consultation with physician or parents
- Effectively interact and communicate with parents about their camper's health and safety needs

COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Individual should possess great communication skills, be able to work with campers, staff, volunteers, and parents. Individual should possess the ability to plan, organize and prioritize work, while managing the Resident Camp health program.

Authority and Accountability

Accountable to Resident Camp Director. Incumbent has the authority to carry out work performance objectives agreed upon with their supervisor. Objectives are outlined at beginning of camp season and reviewed as needed, with a formal evaluation at the end of the camp season.

Supervisory Responsibility

No supervisory responsibilities.

Required Training

Five to ten days of pre-camp training including but not limited to Safety, Risk Management, Youth Development, Child Health and Welfare, and Program Activities.

Language Skills

Ability to read documents, write reports and correspondence, speak effectively in English.

Mathematical Skills

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator. Candidate must also be able to calculate measurements related to dosing of medicine.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carries them out.

Computer Skills

To perform this job successfully an individual should have knowledge of Microsoft Office Suite software (MSWord, Excel, and Outlook).



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Certificates, Licenses, Registrations

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- The candidate must have 15 hours of health and safety training that shall include: Pediatric First Aid, Pediatric CPR, a preventative health practices course or courses that include instruction in the recognition, management and prevention of infectious diseases, including immunizations, and prevention of childhood injuries.

Valid US driver's license required. Employees who use privately owned vehicles for council business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver's license, vehicle registration, personal and public liability insurance that meets state and council requirements.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and carry. The employee is frequently required to use hands to finger, handle or feel and reach with arms and hands.

This position requires the ability to lift up to 30 pounds occasionally. Physical demands are normal to outdoor positions. The position may require you to be subjected to outside environments that include direct exposure to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, other written materials.
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, money, merchandise and operate a vehicle.
- Sit /Stand– for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Walking-Prolonged walking
- Driving-Ability to drive camp vehicles for up to 2 hours

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed inside, however the employee will be exposed to situations in an outdoor environment. While performing the duties of this job, the employee is exposed to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces. Living arrangements are in a camp setting.



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Mental Requirements

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type and write. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.



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This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the Council to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Council will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training. Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Council undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Manager's Name

Date

Received and accepted by:

Employee's Name

Date