

GIRL SCOUTS OF THE DESERT SOUTHWEST

JOB DESCRIPTION



Position Title:	Health Care Director
Department:	Mission Delivery
Reports To:	Camp Director
Pay Range:	\$200 - \$250 / Week
FLSA Status:	Seasonal Position—at Camp Mitre Peak

POSITION SUMMARY

The Health Care Director is responsible for overseeing and promoting the general health, safety and sanitation of the campers, staff and entire camp. The Health Care Director is responsible for making decisions based upon established medical protocol and supervisory review.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide health care to meet individual needs of camp staff and campers
 - Lead daily medication management
 - Supervise and provide care for both staff and campers seeking medical attention. Provide CPR and First Aid coverage as needed as designated times and locations.
 - Provide direct care to campers and staff within the scope of their skills and treatment procedures
 - Collaborate with other medical staff as necessary to ensure medical needs of the campers and staff.
 - Follow health care policies/procedures as outlined in the Healthcare Manual and treatment plan.
- Organize, maintain and utilize appropriate resources for serving the health and medical needs of the campers and staff.
 - Set up the camp Health Center
 - Inventory, order and maintain stock of all necessary medical supplies and equipment.
- Maintain accurate and detailed medical records according to state and American Camping Association Standards.
 - Ensure staff and campers health examinations are current and on file.
 - Prepare and utilize medical log for treatment and medications.
 - Prepare and record insurance and accident report forms.
- 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.
- 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 stating 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.
- Screen all campers and staff upon arrival and departure from camp.
 - Verify health history and examination
 - Verify emergency authorization.
 - Identify any observable evidence of illness or communicable disease.
 - Conduct a health assessment.

- Keep all medications used by campers and staff.
- Supervise sanitary conditions throughout camp.
 - Report daily and observe cleanliness in the food service facility and other areas throughout camp.
 - Report any health problems or symptoms of illness to the Camp director.
- Act as a member of the camp administrative team (Camp Director, Assistant Camp Director, Unit Director, Program Director, Health Director) within activities and throughout the camp day.
 - Address staff and campers concerns in a timely manner; effectively communicate changes and concerns with the Camp Director.
 - Assist in the planning and implementation of staff trainings.
 - Serve as a role model through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - Participate as a member of the camp staff team to deliver and supervise evening programs, special programs, sleep outs, and other all-camp activities and camp functions.
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- Set a good example for campers and staff in terms of cleanliness, punctuality, manners, appropriate language, appropriate attire, etc.
- Report suspected child abuse to Camp Director immediately
- Comply with personnel policies
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member
- Other duties as assigned.
 - Operate with daily exposure to various weather conditions and animals such as bugs, snakes and other wilderness animals common to the area.

Qualifications

To perform this Position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

A. Education and/or Experience

- Registered nurse (RN), physician, LPN/LVN or EMT with a current license as required by state law.
- Experience with both children and adult illness/injury care.
- Must be 21 years of age or older.
- Must submit health physical and health history record prior to first day of work.
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Ability to pass background check.
- Must be committed to work the entire camp season and attend pre-camp trainings.
- Ability to live onsite acting as an on-duty health supervisor for the duration of the camp season.

B. Certificates, Licenses, Registrations

- Valid Driver's License and Girl Scouts membership required.

B. Language Skills

- Excellent, effective English language abilities, both oral and written.

C. Reasoning Ability

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

E. 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 Position.

- 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 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.
- Possess endurance to meet emergency needs.
- Ability to drive to off-camp health provider, physician, or emergency treatment locations.
- Visual and auditory ability to identify and respond to environmental and other hazards.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Physical ability to respond appropriately to situations requiring first aid.
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Ability to walk/hike several miles daily, at various grades, elevations, and on uneven terrain.
- Possess endurance including prolonged standing, some bending, stooping, and stretching.
- Ability to sustain physical activity above 4,000 feet elevation.
- Ability to live in a rustic camp setting and work irregular hours.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, bats, raccoons, and other wilderness animals common to the area.
- Other demands, as determined by the council.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position functions primarily out

of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature and wind.

Other Working Conditions

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

Girl Scout Core Competencies:

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

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