Job Description for Health Director

Minimum Qualifications

- New York State Licensed Physician, Nurse Practitioner, Physician Assistant, Registered Nurse, Licensed Practical Nurse or Emergency Medical Technician (must be documented)
- Health Director Must be on site
- Maintain certification in Responding to Emergencies first aid issued by the American Red Cross or a certification determined by the State commissioner of Health to provide an adequate level of first aid training.
- Maintain certification in cardiopulmonary resuscitation (CPR), Not exceeding one year in duration , in CPR for the Professional Rescuer issued by the American Red Cross or a certification determined by the State commissioner of Health to provided an adequate level of CPR training.
- Desire to work and live in a camp community 24 hrs. a day during summer camping season and on other occasions.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- College student or at least 21 years of age.

Responsible To

Executive Director

Camp Goals

To Assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.
Compliance of the American Camp Association Accreditation Standards.
Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.
Help groups function cooperatively as a unit.
Encourage individuality and creativity in staff and participants.
Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences.

General Responsibilities

To be the health manager for the camp; supervise health and cleanliness standards; work with Executive and Admin Team and staff; and help provide adequate physical health conditions for all.

Specific Responsibilities

- Ensure each staff member and camper has on file a *health history and examination form,* as required.
- Must have a radio with them at all times.
- Set up system for health screening for arriving campers and staff, as well as a system for health screening for trips out-of-camp.
- Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
- Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Coordinate coverage of the health center.
- Post hours for daily medications and health call.
- Make appointments, when necessary, with medical/dental personnel in the community.
- Check and issue first-aid kits.
- 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.
- Keep accident/incident reports that can be used for risk-management assessment.
- 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.
- Monitor health of all staff including kitchen staff.

- Monitor/evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp.
- Care for the health and safety of all staff and campers. Inspect the camp for health and safety problems each day.
- Responsible for making sure the infirmary director completes all the assigned tasks and that the infirmary is run properly.
- Responsible for the complete medical application.
- Responsible for weekly medication. Schedule and written recording of the medications.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions
Must be able to
Use office equipment and computer
Use telephone, Radio and Citizens band radio
Order supplies
Carry and load supplies
Relate to camper needs
Keep neat, orderly and file records
Lift/assist campers or staff
Read prescriptions and health exams from physicians
Get to remote locations on camp property quickly
Observe and assess unsanitary or unhealthy conditions of camp
Train staff
Observe camper behavior
Identify and respond to hazards
Work with different age and skill levels
Plan and conduct activity
Assist campers in emergency (fire, evacuation, illness, or injury)
Observe loading and unloading of buses and vans
Possess strength and endurance required to maintain constant supervision of campers.

WORK HOURS: Work week will be from Sunday approximately 10:00 AM until Saturday after the campers depart around 2:00 PM. We will make every effort to give four 30 minute breaks during the day and one night off during the week. Hours to be worked are to be worked out between the executive director and the EMT.

All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday morning.

NIGHT OFF: We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. Transportation to Rome just after dinner had finished for drop off. Pickup will be by 12:30 am so staff can make 1:00 am curfew. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF

I have read the above job description and understand my responsibilities.

_____

Print Name **Date**

_____

Signature **Date**