



Camp Tanasi *Job Description*

Job Title: **Health Care Manager**
Classification: **Exempt**
Reports to: *Camp Director*

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Council of the Southern Appalachians (the Council) is a new Girl Scout Council created as a result of the merger of the Girl Scouts of Tanasi Council, Girl Scout Council of Moccasin Bend and Girl Scouts of the Appalachian Council, Inc. The merger was effective October 1, 2009. The new Council is headquartered in Knoxville, Tennessee, and has satellite offices in Chattanooga, Tennessee and Johnson City, Tennessee. The Council serves approximately 16,000 girls and 5,000 adult volunteers. It has a staff of approximately 70 persons and a budget of approximately \$5 million. The Council serves 46 counties in East Tennessee, Northwest Georgia and Southwest Virginia.

Position Purpose:

The Health Care Manager is responsible for overseeing the health and safety of campers (rising 1st-10th graders) and staff. This position may work all four weeks OR serve one-week sessions.

Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers.
 - ♦ Collaborate with other medical staff to meet medical needs.
 - ♦ 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 American Camp Association 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 and campers know their role related to health care and first aid.
 - ♦ Provide or ensure orientation is provided that includes standing 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.
6. Screen all campers and staff who are arriving and departing camp.
 - ♦ Verify health history and examination.
 - ♦ Verify emergency authorization.

- ♦ Identify any observable evidence of illness or communicable diseases.
 - ♦ Conduct a health assessment.
 - ♦ Keep all medications used by campers and staff.
7. Supervise sanitary conditions throughout camp.
- ♦ Observe daily cleanliness in the food service facility and other areas throughout camp.
 - ♦ Report any health problems or symptoms of illness to the Camp Director.

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.
- ♦ Be knowledgeable of outside health resources.
- ♦ Evaluate medical services.

Relationships:

The Health Care Manager has specific relationships with other health care staff which may include volunteer/staff physicians, on-call nurses, or other designated medical staff. A Health Care Manager relates to the Food Service Manager to ensure sanitation is upheld in the kitchen and food service areas. General camp clean-up and housekeeping often identifies the relationship with the Camp Counselors and the Health Care Manager with reference to cleanliness and camper and staff health and to communicate specific health issues.

Equipment Used:

Traditional over-the-counter medicines and first aid supplies are provided. An Automatic External Defibrillator is available at all times and it located in the Camp Office. A golf cart is available to the Health Care Manager at all times.

Qualifications: *(Minimum Education and Experience)*

- ♦ Registered nurse (RN) with a TN license.
- ♦ CPR certified.
- ♦ Current First aid certification and experience in first aid and emergency management.
- ♦ Driver's license.
- ♦ Experience in both children and adult illness/injury care.
- ♦ Desire to work with children and young adults.
- ♦ Community health knowledge.

Knowledge, Skills, and Abilities:

The Camp Nurse should relate well to groups of young people and enjoy outdoor activity, fresh air, and beautiful scenery! Her experience and temperament should have prepared her to function independently and accept the responsibility of the camp health care program.

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.
- ♦ Possess endurance to meet emergency needs.
- ♦ Ability to drive to off-camp health provider, physician, or emergency treatment locations.

Drug Testing is required.