

JOB DESCRIPTION FOR HEALTH CARE MANAGER

Duties and Responsibilities

JOB TITLE: Health Care Manager

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri

JOB PURPOSE: To build better camper health habits and insure that the whole camp is healthy and safe.

ACCOUNTABILITY: To the Camp Manager, Camp Director and Camp Clover Point Camp Committee/Dent County Extension Council.

QUALIFICATIONS:

- Strong interest in youth and camping programs
- Ability to take a leadership role
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- R.N., L.P.N., E.M.T. or Senior Nursing Student
- CPR certified, completed emergency First Aid training and certification in dispensing medications
- Valid driver's license

DUTIES:

1. CAMP ACTIVITIES

- Assist with Counselor Training Camp, camp staff orientation first-aid workshops and training as assigned
- Implement and execute the scheduled camping program
- Model standards for conduct as they pertain to camp staff, camp counselors and campers
- Support and guide the development of camp counselors in each camp group
- Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP HEALTH CARE PROGRAM

- Oversee the health and safety of the entire camp, including camp staff and Extension Youth Staff
- Keep and maintain health forms for each camp group
- Notify appropriate camp personnel of any unusual information on health forms; (Lifeguards—who can't swim; Counselors—camper's special needs - diabetes,

bedwetting, medications, etc.; Cook—food allergies, dietary restrictions; Outdoor Rec—bee sting or poison ivy allergies, etc.)

- Organize, maintain and utilize adequate supplies for serving the health and medical needs of campers and staff
- Maintain an accurate inventory of first aid supplies and inform the camp manager of any additional health and safety supplies that are needed
- Receive medications brought by campers and counselors; record all medications in the health log
- Dispense camper medication during camp according to the prescription label; document each administration of medication in the health log
- Give first aid as needed and document all treatments; maintain daily treatment records; maintain a summary sheet of all treatments for each camp group
- Monitor camp activities with regard to health and safety; make any necessary recommendations to the camp manager, i.e. proper hydration, sun protection, insect repellent, etc.
- Assist staff to meet first aid emergencies
- Assist camp counselors with homesickness and other emotional situations
- Keep camp manager, youth staff and other appropriate people informed of all injuries and illnesses and treatments given in each case
- Consult the camp manager and Extension personnel before taking a person to a clinic or hospital; the camp manager and Extension staff should make arrangements for smooth running of camp during a medical emergency
- On closing day of camp, inventory and pack up unused medical supplies and equipment into proper containers for storage

Submit health manager notebook that includes a camp evaluation, health log, and inventory of medical supplies and equipment to the camp manager on the closing day of camp