



Montana Farmers Union

Job Title: **Health Care Manager**

Classification: *Exempt*

Reports to: Education Director

Position Purpose:

The Health Care Manager is responsible for overseeing the health and safety of campers and staff.

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.
 - Develop and revise a Healthcare Manual and treatment procedures.
 - 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.
 - Make sure counselors and directors have any training they could need on the medical supplies
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, , staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, 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 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, etc.
- 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.

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- Qualifications: (Minimum Education and Experience)**
- Medical professional, Registered nurse (RN) or EMT preferred, with a license as required by that state law.
 - 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:

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.

Compensation:

Camp Health Care Manager will receive \$200-250 per day of camp based on experience. Pre and post camp work will be paid at \$20-25 per hour based on experience.