

BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION

TITLE: Health Manager

RESPONSIBLE TO: Assistant Director, Director

PURPOSE: To serve as the primary medical person in charge of health care for all campers and staff members.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. A licensed physician, RN, LPN, EMT, or paramedic, with current First Aid and CPR certification from a nationally recognized provider, and able to supply documentation of licenses and certifications.
5. Attendance at one or more pre-camp training events.
6. Acceptance of Health Manager's responsibilities.

RESPONSIBILITIES:

1. Implement American Camp Association standards related to Health and Wellness and the Brethren Woods Camp and Retreat Center Health Care Plan.
2. Be on-site throughout the camp session.
3. Be responsible and in controlled possession of the health center, including supplies, equipment, and medications. Provide continual supervision of any persons in the health center.
4. Organize and direct the medical screening process.
5. Orient staff to any camper health concerns, restrictions, medications, disabilities, or general health needs.
6. Maintain accurate and up-to-date permanent medical record for all campers and staff. Keep accurate log of all services performed.
7. Determine medical conditions of campers and staff and advise Director or Assistant Director in the event of possible communicable disease, illness, or injury.
8. Keep all prescription medical supplies and administer as directed.
9. Maintain an inventory of health center materials and equipment. Order materials with the approval of the Assistant Director or Director.
10. Restock and maintain first aid kits.
11. Provide leaders of off-camp trips, departing in a vehicle, with copies of all health forms for campers and staff going on the trip.
12. Participate in a weekly evaluation with the Assistant Director and/or Director.
13. Know the contents of the Staff Manual and abide by all camp policies and procedures.
14. Enforce camp policies, procedures, and health and safety regulations.
15. Assist in other areas of camp operation as needed.