



YWCA Northern New Jersey Job Description

Northern New Jersey

Job Title: Camp Program Specialist – Health Care Manager

Supervisor's Title: Camp Director

Department: Youth Services

To Be Completed by Human Resources

Job Code: Seasonal

Grade:

FLSA Status: Non-exempt

Job Summary

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

Key Responsibilities

This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.

- Provide health care to meet individual needs of camp staff and campers.
- Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
- Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
- Set up the camp Health Cabin.
- Inventory and order all necessary medical supplies and equipment.
- 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.
- Oversee First Aid procedures and supplies.
- Prepare and distribute first aid kits throughout camp including, kitchen, offices, waterfront, and activity areas.
- Ensure supplies are well stocked and distributed as needed.
- Ensure a staff orientation session is delivered on medical services.
- 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.
 - 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.
- Supervise sanitary conditions throughout camp.
- Report any health problems or symptoms of illness to the Camp Director.

- Ability to observe and assist during aquatic activities during assigned times
- Maintains and inventories all required equipment and supplies and orders replacements as required.
- Attend pre-season camp orientation and weekly staff meetings.

Qualifications

Education/Experience: College degree is preferred. Experience working with school aged children, preferably in a recreational setting.

Licensing and/or Certifications:

- ♦ Registered nurse (RN) 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:

- ♦ 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.

Physical Requirements: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Travel, (If applicable)

- ♦ May be asked to be a bus substitute at one of our bus stop locations.
(Hackensack, Dumont, Oradell, Harrington Park, Mahwah, or Ridgewood)

Additional Comments (If applicable)

Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.

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Please submit a resume to: jobs@ywcannj.org