

Job Description: Health Care Manager

Reports to: Camps Program Manager, Camps Director

Employment Status: Seasonal

Purpose: Deliver the highest quality health care to Joy clients.

Minimum Qualifications:

1. 21 years of age.
2. LPN certification or higher, with all appropriate and required certifications and licenses.
3. Experience and ability to communicate and work with other staff, youth, and clients.
4. Be able to be active for over 7 hours a day on diverse landscapes and during inclement weather.
5. Strong communication and organizational skills. Flexibility and embrace of spontaneity a must.
6. Superb customer service standards.
7. Ability to maintain positive, active professionalism for over 12 hours a day on diverse landscapes and during inclement weather.
8. Valid driver's license.

Primary Responsibilities:

1. Organize, oversee, coordinate and communicate all aspects of medical care for campers and staff.
2. Oversee the medication management system.
3. Adhere to HIPAA law and communicate only pertinent health care concerns and medical information to counselors.
4. Maintain a safe and clean health care area.
5. Observe camp activities and camper behavior to make safety recommendations to the appropriate director.
6. Complete all paperwork such as: incident reports, health screens, medication administration records, etc.
7. Adhere to American Camp Association standards, Camp Joy policies and procedures, and maintain appropriate paperwork.
8. Serve as one of the lead persons in response to an all camp emergency.
9. Check in daily with the Medical Specialist to oversee their processes, medication system, and be a resource for questions. (when applicable)
10. Participate in all staff meetings.

Observable Behaviors:

1. Customer Service
 - a. Role Model -provide positive interactions with campers, parents, and clients, and demonstrate positive behavior management.
 - b. Positive Relationships -learn camper's names, help camper's feel comfortable, and interact positively with campers.
 - c. Go Above and Beyond -respond effectively and efficiently to client, parent, and camper needs.
2. Teamwork
 - a. Flexible- adapt positively to camp and schedule changes and willing to jump in where needed.
 - b. Effective Communication -maintain open communication with campers, clients, parents, and staff.

3. Work Quality

- a. Professionalism - Deliver a high quality, professional, and safe Joy experience.
- b. Timeliness-Arrive on time and prepared for all programs, meetings and tasks.
- c. Initiative - Complete all tasks in a timely and professional manner.

Measurable Goals:

1. Receive an average of "meets or exceeds expectations" on staff evaluation form.
2. Receive camper outcome evaluation of 96% or higher in reference to "campers report having fun at camp."