



Camp Fire Heart of Iowa Job Description

POSITION: Health Care Manager | Camp Hantesa
CLASSIFICATION: Seasonal (Full-time)
REPORTS TO: Camping Programs Director
SUMMER SEASON: May 22-August 18, 2023

JOB SUMMARY: Responsible for overseeing the health and safety of campers and staff.

QUALIFICATIONS:

1. Must be 21 years of age or older.
2. Must be able to pass a criminal background check.
3. Valid driver's license and clean driving record.
4. Licensed as a Registered nurse (RN) and able to practice in Iowa.
5. Current First Aid/CPR certifications and experience in first aid and emergency management.
6. Experience in both children and adult illness/injury care.
7. Experience working with youth of diverse backgrounds and abilities preferred.
8. Strong leadership, communication, and decision-making skills.
9. Ability to work with children and teens in an enthusiastic and positive manner.
10. Ability to establish and maintain positive working relationships.
11. Good character, integrity, patience, and adaptability.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.
9. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
10. Observe and assess sanitation and safety conditions of the camp.
11. Ability to communicate with parents, staff, and administration about camper health concerns.
12. Eye-hand coordination and manual dexterity to manipulate medical equipment.

ESSENTIAL FUNCTIONS:

1. Provide health care to meet individual needs of camp staff and campers.
 - Collaborate with other staff to meet medical needs.
 - Follow established health care policies/procedures 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.

Camp Fire Heart of Iowa, 5615 Hickman Road, Des Moines, IA 50310

www.campfireiowa.org, 515-274-1501

- 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.
 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, 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.
 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 daily cleanliness in the food service facility and other areas throughout camp.
 - Report any health problems or symptoms of illness to the Camp Director.
 8. Communicate any staff or camper concerns to the Administrative Team.
 9. Manage personal time off in accordance with camp policy.
 10. Perform other duties as assigned by the Administrative Team.

PAY: \$450.00 per week, prorated as needed for requested time off. Room and board included, if desired.

APPLICATION PROCESS:

Submit resume to hantesa@campfireiowa.org with 'Health Care Manager Application' in the subject line or apply online at www.campfireiowa.org.

OUR COMMITMENT: Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.