

HEALTH DIRECTOR

Accountability:

The Health Director is accountable to the Site Director

Qualifications:

1. Age: 21+
2. Certifications Required: Professional First Aid and CPR - Preferred: RN, LPN, or EMT
3. Valid Driver's License
4. Education: Three years of college or equivalent work experience and/or training.
5. Prior experience: Experience and active practice as a health professional. Experience working with children.
6. Understand and support the goals of Christian Church Camping.
7. Demonstrated ability to relate to adult counselors, staff, children and youth.

Primary Responsibilities:

- 1. Pre-Camp**
 - a. Orient staff to health and safety procedures
 - b. Prepare Health Center for use
 - c. Establish contact with local medical, rescue, and emergency facilities
- 2. Registration**
 - a. Supervise the health check-in of all campers
 - b. Collect signed health forms according to physician's guidelines
 - c. Collect medications to remain at camp
 - d. Prepare health alerts for counselors and staff
 - e. Report special diets to the kitchen
- 3. During Camp**
 - a. Establish times for health center visitations
 - b. Establish system for identifying where the Health Director is during the day.
 - c. Provide for coverage when out of camp
 - d. Care for medications and dispense as per parental instructions
 - e. Maintain records of all injuries, illnesses, and medicines dispensed according to the requirements of the American Camping Association and OSHA.
 - f. Maintain inventories of supplies and replenish first-aid kits of hikes, camp-outs, trips and vehicles
 - g. Alert counselors to look for and report injuries, illnesses, personal behavior with may indicate problems – e.g. bed wetting, eating patterns, sleeplessness, etc.
 - h. Check living quarters, program areas, and food service facilities daily for health and safety conditions

- i. Report to the local Health Department accidents, illnesses, and injuries according to their requirements
 - j. Provide 24 hour care of all campers who are admitted to the infirmary
 - k. In case of accidents the Health Director will supervise patient care until relieved by medical personnel
- 4. Close of Camp**
- a. Supervise screening of trip campers at time of departure according to physician's instructions.
 - b. Return medicines
 - c. Inventory equipment and supplies
 - d. Turn in all health forms and records to the site director for safekeeping
 - e. Provide an evaluation of the health center operation with suggestions, lists of needed supplies and equipment
- 5. Other procedures in Health Director's Procedures Manual**

Secondary Responsibilities:

- 1. Provide program resourcing as schedule permits
- 2. Participate in general housekeeping responsibilities as assigned to camp staff
- 3. Assist in providing coverage for other staff who are ill or absent from camp
- 4. Accept specific assignments for the Site Director when necessary to provide for the operation of camp activities.

Essential Functions:

- 1. Ability to communicate with Visiting RN and Site Director
- 2. Cognitive, visual and auditory ability to identify and respond to health concerns of campers.
- 3. Cognitive and visual ability to identify trends of written medial logs, health forms and records.
- 4. Ability to communicate and work with staff and campers (different age and skill levels), and provide necessary instruction.
- 5. Ability to receive and respond to written and verbal communications from standing order doctor, Visiting RN, parents, staff, and Site Director.

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