

# Health Supervisor

## Position Purpose:

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

## Essential Job Functions:

1. Provide healthcare to meet the individual needs of camp staff and campers.
  - Collaborate with other medical staff to meet medical needs.
  - Follow health care policies/procedures and treatment procedures as described in the First Aid Standing Orders.
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.
  - Ensure that health center and First Aid backpack remain well-stocked
  - Inventory and order all necessary medical supplies and equipment.
3. Maintain accurate and detailed medical records according to state law and organizational procedures
  - Prepare and utilize daily medical log or Medical App for treatment and medications.
  - Prepare and record injury and accident report forms.
4. Oversee First Aid procedures and supplies.
  - Coordinate with guest services to distribute first aid supplies throughout camp
  - Make sure First Aid procedures are followed at Mt. Gilead programs and events.
  - Operate within First Aid budget
5. Screen all campers who are arriving at camp and all staff prior to the first camp session
  - Verify health history
  - Verify emergency authorization.
  - Identify any observable evidence of illness or communicable diseases.
  - Conduct a health screening
6. Collect, organize, manage and dispense medication to camper and staff
  - Set up registration station to collect medications
  - Prepare packets for health screening
  - Collect camper and staff medication during check-in
  - Dispense medication at meals and as needed throughout the week

## 7. Recruit, hire and train weekly medical staff

- Assist program managers and hiring weekly nurses
- Train weekly nurses on First Aid Standing Orders

### Other Job Duties:

- Perform any tasks beyond those assigned as help is needed.
- Supervise weekly nurses and first aid staff.
- Be responsible for contacting parents for injuries and illnesses according to first aid procedures
- Be knowledgeable of outside health resources.

### Relationships:

The Health Supervisor has specific relationships with other health care staff which may include volunteer/weekly providers, on-call nurses, or other designated medical staff. Works with Food Service Manager to minimize the risk of camper food allergies and foodborne illness. Works with the program department and other staff to make sure that campers stay healthy and safe.

### Qualifications:

- Registered nurse (RN), Doctor (MD) or nurse practitioner (NP) with a license to practice in the state of California
- Current CPR and 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.
- Agreement with Mt. Gilead mission, vision, core values and statement of faith
- Ability to live on-site while camp is in session
- Excellent verbal and written communication skills
- Growing and dedicated relationship with Christ

### Physical Aspects of the Job:

- 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 a written (or digital) 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.