

Camp Fire Inland Northwest Job Description

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other information specific or unique to this position are outlined herein.



Position Title: Health Care Manager
Primary Position Location: Camp Dart-Lo, Spokane, WA
Responsible to: Camp Director
Salary: Volunteer

GENERAL REQUIREMENTS OF ALL STAFF

- Visual, physical, and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
- Abide by health and safety rules to ensure well-being of campers and staff at all times.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to observe and evaluate camper behavior; enforce safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
- Prepare the necessary reports, inventories, and records as assigned.
- Plan for and carry out the care and maintenance of the equipment and facilities assigned.
- Know the basic facts about the program of Camp Fire.
- Display a willingness to accept a reasonable share of camp responsibilities, and other duties as assigned.
- Prepare for and participate in the meetings and conferences of the staff.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Bring complaints or problems directly to Assistant Camp Director or Camp Director.
- Abide by established procedures and policies covered during staff training, in Camp Staff Practices and Guidelines, and Code of Conduct.
- Successfully pass a state, local and federal background check. Successfully pass a search in the U.S. Department of Justice National Sex Offender public database.
- Willingness to work at alternate camp locations; state and camp applicable wages apply.

MINIMUM QUALIFICATIONS

- Must be a currently licensed physician or registered nurse.
- Must have access to a working phone (to be reached during on call periods).
- Must have access to a working computer with internet service.
- Enjoy working with children
- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group; be a good role model and mentor.
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control.

SPECIFIC JOB RESPONSIBILITIES

- Review health histories in a timely manner; ensure all campers have completed Health Histories prior to arrival at camp.
- Give special health care instructions or any precautions or restrictions regarding camper health to staff on a need-to-know basis prior to the beginning of each session.

CAMP FIRE INLAND NORTHWEST

524 N. Mullan Rd., Ste. 102, Spokane, Washington 99206-2406 • Telephone: 509 747 6191 or 800 386 2324 • Fax: 509 747 4913
E-mail: campfire@campfireinc.org • Website: www.campfireinc.org

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- Administer/record first aid, medications, etc. according to the camp Health Care Policy and Procedures. Dispense medications according to physician and/or parental instructions.
- Adhere to all applicable standards of Camp Fire, OSHA, American Camp Association, etc. .
- Record refrigeration temperatures daily. Check smoke detectors.
- Assist in preparing/updating ACA standards.
- Assist in staff training/supervision, as needed.
- Temporarily fill other positions in camp and assist with camper supervision in assigned unit when not focused on primary duties.

Appointment/Employment is at will. Camp Fire Inland Northwest Council is free to determine that continued appointment/employment of any staff member is not in its best interest and is free to discharge that staff member, with or without cause.

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