

Health Care Supervisor Job Description

Job: Health Care Supervisor (HCS) is a seasonal summer position. The HCS at Camp Marshall is responsible for the overall medical care of all Marshall, Cloverbud, Mapleleaf campers and Staff. Compensation for this position may include housing and childcare for the right candidate. **Note - Admin has the right to change or alter this job description as they see fit at their discretion.**

Job Responsibilities:

- Ensuring all Campdocs profiles are complete for both staff and campers
- Effective and clear oral and written communication skills.
- Accurately filling out the medlog book each time you provide medical help to staff/volunteer or camper or provide medications.
- Successfully administering and logging all camper and under 18 staff medication
- Handling staff and camper injuries and illnesses in a timely manner to the best of your ability and reporting when outside help is needed or may be required.
- The ability to work with the Emergency Medical Services of Spencer for injury or illnesses as needed for campers and staff.
- Communicating with parents regarding illness, injury, accidents etc. as needed in a timely manner with the help of Admin and the Assistant Director as needed.
- Filling out incident reports when necessary in a timely manner and submitting to the Admin Team or the office staff as soon as complete.
- Keeping an up to date inventory of all medical supplies and submitting to the Admin Team in a timely manner.
- Filling out material request forms whenever supplies are low as soon as possible
- Replacing, washing and drying all linens immediately after each use
- Sanitizing all touched surfaces after each use
- Washing soiled camper clothing/bedding as soon as it is brought to the nursing station in a discreet manner if other campers and staff are present including retrieving soiled items from cabins or other areas as needed.
- Informing kitchen of all allergies/dietary restrictions the Friday prior to each each
- Informing necessary staff of allergies/other health related information necessary for proper care of their campers Sunday morning of each week and do daily or bi-daily check ins on campers and staff as needed to ensure proper care and answer any questions needed.
- Work with other staff to minimize/eliminate health and safety risks, report potential risks as soon as possible to the appropriate persons.
- Weekly restocking of all first aid kits in all program areas and additionally as needed

- Observe and assess sanitation and safety conditions of all camp areas and report as needed. Aid in helping to solve said concerns/issues.
- Other duties as needed as assigned from Admin Team

Job Requirements:

- Must be at least 21 years old
- Must have one of the following certifications:
 - MD
 - PA
 - NP
 - RN
 - LPN
- Pass a CORI/SORI/NSOR provided by Camp
- Have a valid driver's license and reliable transportation
- Ability to quickly get to remote locations on camp property over uneven terrain
- Exhibit endurance to meet a variety of emergency needs
- Ability to easily navigate a computer system including Google Docs/Sheets and especially CampDocs
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum 50 lbs
- Follow all Camp Marshall policies and procedures at all times
- Attend all staff training as directed by Admin (provided by Camp) including providing detailed training to all staff members on related nursing information.