



Position Description

Title: Coordinator – Camp Health		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 8861
Job Title #030009	Salary Grade:	Purchase authority: 0
Date Approved: December 14, 2020		
Revision Date:		
Revision	Licensure: CAN/EMT/senior nursing student	

Purpose of Position

The camp health coordinator expedites all matters pertaining to the immediate, routine, and emergency medical, vision and dental needs of campers during the therapeutic summer camp programs. This position works in conjunction with nursing and reports to the Meramec Adventure Learning Range Assistant Director with oversight from the Great Circle Director of Nursing.

Major Duties (*Essential Element)

- Provides, and/or arranges for other professionals to provide, routine and emergency medical/psychiatric/dental/eyecare treatment in a timely manner when such services are required, including inoculations, diagnostic procedures, and consultations
- Instructs and monitors others in regard to preventative medical programs and procedures and the proper use of medication and equipment
- Participates in meetings and projects pertaining to health matters
- Maintains daily consultation with campus nursing staff to provide an uninterrupted continuum of care for campers
- Works on-site for duration of Summer Adventure Camp Program (May choose to live on-site, if desired)
- Requisitions, stores, and keeps a record of all medical/psychiatric/vision/dental visits, medications, supplies, and equipment
- Conducts initial screening of residents to ensure all proper and required paperwork is on-hand for camper to be adequately cared for while at the Learning Ranch
- Monitors campers coming to and leaving nursing and keeps camp staff

- notified following the policy of eyes on
- Arranges transportation for clients to be taken to medical/psychiatric/vision/dental facilities for emergency treatment purposes and accompanies clients to these facilities when another staff is not available
- Monitors and evaluates various aspects of quality assurance as it relates to health care matters at camp
- Participates in various medical/psychiatric/vision/dental meetings and consultation sessions
- Maintains various records of accountability within established time frames
- Other duties as assigned for the betterment of the Great Circle

Competencies

- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

Required Education and Experience

- Missouri license or certification; Certified Nursing Assistant (CNA) OR Emergency Medical Technician (EMT) OR enrolled as a senior student in a nursing program

Preferred Education and Experience

- Experience in residential treatment or mental health setting
- Experience working with children and families in a trauma informed environment

Qualifications

- Possesses a current, valid MO driver's license and meets the Great Circle requirements for driver's insurance
- Strong communication, interpersonal, and computer skills
- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Ability to use independent judgment and manage confidential information
- Ability to operate in a challenging, ever-changing, multidisciplinary team environment
- Excellent interpersonal skills
- Self-motivated, organized and disciplined

Working Conditions

Outdoor working environment during summer months, mobile and office settings, limited access to electricity. Response to both routine and emergency medical needs may be in strenuous and non-typical environments, i.e. ropes courses, rivers, extreme terrain.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk and sit in outdoor, semi-primitive conditions. Must be able to use hands and fingers to handle or feel objects, tools or controls, climb or balance; reach with hands and arms; stoop, kneel, crouch or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions and the ability to adjust focus. This position requires use of taste or smell and lifting over 10-50 pounds at times and occasionally over 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions necessary in an adventure program environment.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____