

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

POSITION: **CAMP HEALTH MANAGER**
(Registered Nurse, Licensed Vocational Nurse, EMT, or Paramedic)
SUPERVISOR: **Director of Summer Camp**
FSLA CLASSIFICATION: **Exempt**
Job Code: **Seasonal Full-Time**

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

POSITION SUMMARY

Provides general medical care and first aid primarily for campers and staff of Mo-Ranch Summer Camp.

QUALIFICATIONS

1. Currently licensed in the State of Texas – OR able to obtain such license in Texas – as a Registered Nurse (R.N.), licensed Vocational Nurse (L.V.N.), licensed EMT – Intermediate, or licensed Paramedic. Registered Nurse preferred.
2. Able to speak, read, write, and understand English.
3. Positive attitude; enthusiasm; able to work well with others in a spirit of teamwork.
4. Certification in adult and child cardiopulmonary resuscitation.
5. Experience in pediatrics or emergency, intensive, and/or surgical care and/or nursing desired.
6. Must be able to lift, push, pull, and carry minimum of forty (40) pounds.
7. Requires standing, sitting, walking, repetitive motions, hearing, and visual acuity.
8. Must be able to administer CPR and other first aid in appropriate manner.
9. Ability to relate well to campers (ages 8-17) and camp staff.
10. Prefer experience in camp or related setting.

SUMMARY OF DUTIES AND RESPONSIBILITIES

1. Supervise and implement Camp Health Care plan.
2. Respond to medical emergencies and treat as necessary; call EMS or refer to Sid Peterson Hospital Emergency Room in Kerrville as needed.
3. Provide general First-Aid care; refer to local medical doctor or emergency room p.r.n.
4. Make appointments with local physician p.r.n.
5. Maintain daily log of patients seen and treated.
 - a. Daily log to be kept in Infirmary for campers and staff seen and treated.
6. Maintain necessary records of medical forms on campers and staff, including records of physical exams, health history, and health screening.
7. Keep record of all medications, supplies, and equipment ordered; submit bills to Director of Summer Camps.
8. Maintain cost efficiency and quantity control when ordering medications, equipment, and supplies. All supplies are ordered through Central Supply.
9. Complete accident report forms involving campers and staff.
10. Take and record inventory of supplies and medications at beginning and end of summer.
11. Update/Maintain doctor's standing orders for each camp season.
12. Keep medicine cabinet locked when not in use:
 - a. Dispense prescription drugs only under the specific directions of a licensed physician, and

- b. Dispense non-prescription drugs only under the written health care procedures, physician's standing orders, or under the signed instruction of the parent/guardian or the individual's physician.
- 13. Keep infirmary treatment room clean and orderly with supplies, equipment, and medications well organized, labeled, and easily accessible. Housekeeping will provide weekly cleaning service and fresh linens when needed.
- 14. Notify Front Desk when leaving the infirmary during hours Front Desk is open; leave sign on door as to appropriate whereabouts. May be assigned a radio for easier contact.
- 15. Administer medications and injections as prescribed by physician or in accordance with physician's standing orders.
- 16. Provide general first-aid treatment.
- 17. Be a loyal member of the Mo-Ranch staff.
- 18. Treat all patients with respect, compassion, courtesy, and with a professional attitude.
- 19. Provide evaluation, if requested, when work period is completed.
- 20. Other duties as related to this position as may be requested.

WORK SCHEDULE

- 1. Daily schedule is flexible depending on camper needs.
- 2. When **Mo-Ranch Summer Camp** are in session:
 - a. Screen campers, participants, and staff on arrival and as necessary.
 - b. Visit with Camp Director daily at director's table during meals, or at a time agreed upon with director, to evaluate nursing needs and activities.
- 3. Remain on-site or have designate be on-site at all times when campers are present, or when necessary be available by radio whether on premises or off.
- 4. Workdays includes evenings, weekends, and holidays.

LODGING/MEALS

Lodging is provided in the Infirmary Apartment.
 Meals are provided at no charge (when working) in the King Dining Hall.

GROOMING & UNIFORM

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

OTHER:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

Acknowledgment:

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

 Employee Signature

 Date

 Print Employee Name