



JOB TITLE: Health Care Director
REPORTS TO: Programs Director
JOB STATUS: Full-time, exempt position

OVERVIEW:

Mt. Hood Kiwanis Camp is a nonprofit organization focused on empowering children and adults with disabilities through overnight, outdoor, recreational programming. At our 22-acre camp situated in the Mt. Hood National Forest, we eliminate barriers to participation and adapt traditional summer camp activities like swimming, canoeing, horseback riding, hiking, and adventure courses to meet the needs of individuals with a wide range of physical, intellectual and developmental disabilities.

The primary role of the Health Care Director is to ensure the safety, health, and well-being of campers, staff, counselors, and volunteers at Mt. Hood Kiwanis Camp. This includes being the primary medical voice in all programming decisions; hiring and training a seasonal nursing staff; preparation, revision and implementation of all medical policies and procedures; and, communication with seasonal staff, campers and camper families regarding the above. This position also assists in the management of the overall camp operation in collaboration with the Programs Director and Operations Director, in compliance with: the approved health and safety standards of the American Camp Association, Oregon State DHS standards, and Clackamas County Health Department regulations.

This is a full time opportunity for a uniquely qualified and experienced registered nurse. This position requires a highly motivated team player who finds working with children and adults with physical, intellectual and developmental disabilities to be rewarding. Because of the complex and highly detailed application process to bring campers and a qualified nursing team to camp, there is a significant administrative and managerial component to this position.

Duties/Responsibilities:

The Health Care Director, in collaboration with the Programs Director, the Operations Director, and the nursing team, is responsible for all aspects of the routine functioning of the MHKC health center and for creating a welcoming environment for campers, counselors, and staff. This includes but is not limited to:

Medical Responsibilities:

- Practicing within the Oregon Nurses Practice Act.
- Ensuring that all healthcare services provided at Camp during MHKC-sponsored programming is in compliance with all state, national and American Camp Association standards, including federal and state requirements regarding the storage and distribution of narcotics and restricted medications at Camp.
- Responsible for ensuring that camp staff, campers, counselors, and volunteers know and follow the above procedures.
- Prepare, setup, and close down the health center prior to and after each camp program,
- Reviewing camper applications to determine medical eligibility for attendance at Camp. Coordination with parents and guardians to ensure that each camper's medical needs can be supported and accommodated while on site, and

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that all necessary medications, supplies, and equipment can be sent with the camper to camp or are already available on site.

- Coordinating the healthcare check-in and check-out process for campers and parents/caregivers; including documenting their medications dosage and timing of administration, inventory of each camper's medical supplies and equipment, and discussion of techniques/strategies to manage camper's physical and/or behavioral needs.
- Overseeing inventory, maintenance, and ordering of medications, supplies, and medical equipment.
- Creating the weekly schedules for nurses including night duty, on-call, and making nurse/group assignments.
- Providing necessary routine and acute medical care to campers, counselors, and staff during camp programming, including overnight on-call duty.
- Working with the health care team, provide education, training, supervision, and back-up call coverage to ensure that staff and counselors are supported in providing routine medical care and emergency response (when appropriate) to campers.
- Ensuring the confidentiality and safe storage of all medical records and medical information at camp.
- Anticipating medical needs and program adaptation needs for campers with special medical diagnoses and communicating these needs with the appropriate camp and medical team members to ensure a safe and inclusive camp experience for each camper.

Program Responsibilities:

- Building working relationships with others in the field of developmental disabilities in Portland and across Oregon and SW Washington.
- Collaborate with Programs Director to recruit, hire, train, and supervise nurses and other seasonal staff working during summer camp and other onsite programming.
- Training and supervising summer staff nurses, camp staff, counselors, and volunteers on their healthcare and other responsibilities, and ensuring that MHKC medical policies and procedures are being followed.
- Participate as a key member of the program team while Camp programs are in session and collaborate routinely with the Program staff throughout the year to problem solve and respond to daily issues/concerns that arise.
- Coordinate with the Programs Director, Operations Director, as well as the Finance Director to develop and oversee the Program budget.
- Serve as a liaison between seasonal staff and the other departments of MHKC to provide regular communication and enhance their understanding of the decision making, processes, and rationale of MHKC leadership.

Special Conditions:

- This position does have significant time demands in the camp season. The Health Care Director is required to be residential at the camp in Rhodendron, OR during all on-site programming, including the nine weeks of summer camp. The business office of Mt. Hood Kiwanis Camp is in Portland.
- Must have the endurance and physical skills to respond quickly and appropriately to emergency situations, according to the Camp's written emergency procedures and plans. Must be able to participate in camp activities as needed to medically supervise campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand. Must also be able to move items or people, which requires the strength and mobility to push, pull, lift, and carry.

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Reasonable accommodations on the above expectations may be met. The intention is to ensure camp staff are able to physically care for campers and ensure appropriate emergency response at all times.

Qualifications:

- RN required, BSN preferred
- State of OR Registered Nursing license
- Ability to practice within the guidelines of the Oregon Nurses Practice Act
- Current Oregon Driver's License required, along with ability to be insurable by MHKC's auto driver policy
- CPR/AED for the Professional Rescuer certification – adult and pediatric
- Minimum of 3 years nursing experience in a supervisory/leadership capacity. School-based, community health, or camp setting preferred.
- Experience and/or familiarity with typically occurring medical conditions and frequently used equipment, including: seizures, diabetes, g-tubes, feeding pumps, and CPAP machines, as well as emergency medication administration proficiency, e.g. Epinephrine and Diastat.
- Strong communication skills (written and oral).
- Strong organizational and administrative abilities.
- Some weekend and evening work required.
- Team player with excellent communication skills and ability to make decisions in a fast-paced, high stress environment.
- Must be able to successfully complete and pass a background check conducted in accordance with applicable federal, state, and local laws; cleared on the National Sex Offender Registry website; and verification that all required certifications are current.

Salary & Benefits:

\$50-64,000. Mt. Hood Kiwanis Camp offers a competitive and generous benefits package, including 401k, medical and dental insurance, and all banking holidays.

Application:

Send your cover letter and resume to Allan Cushing, Operations Director at allan@mhkc.org by February 15, 2019.

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