

Rocky Mountain Conference of Seventh-day Adventists

Knowing Christ and Making Him Fully Known

Job Description

Position Title:	Camp Nurse Coordinator
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Summer Camp Director
Supervisory Responsibilities:	Camp Nurses
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Working Professional Wage Scale
Date:	December 6, 2017

The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.

The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.

Job Summary:

The GVR Camp Nurse Coordinator (CNC) is responsible for scheduling volunteer nurses to work each week of summer camp (Cub I through Mills Spring Ranch) and for finding an on-call doctor for the summer. The CNC is responsible for administrative duties related to the medical station, including: camper and staff medical documentation and paperwork, the proper documentation and storage of medication, charting, as well as incident reporting for campers and staff. In the absence of a camp nurse, the CNC will assume responsibility for the care of ill or injured campers and staff.

Duties and Responsibilities:

- Operate and provide administration for the camp medical building
- Ensure Medical is staffed with at least one trained health care professional 24/7 while camp is in session (PA, RN, LPN, CNA, EMT).
- Ensure that a Colorado-licensed (or compact-state licensed) RN is available for emergencies at camp 24/7.
- Administer camper/staff prescription medications as directed
- Dispense and keep stocked inventory of OTC medications as needed
- Assess campers/staff who are ill or injured and determine if further medical attention is needed
- Stabilize campers/staff that need to be transported to another medical facility
 - Communicate with local doctors/ERs when necessary
- Contact parents of ill/injured campers/staff as necessary and update when appropriate
- Document and log all injuries/illnesses and treatment given and any other communication with doctors or family
- Keep medical building clean and organized
- Find an on-call doctor to assist you during the summer
- Schedule a nurse to work at the Wyoming Camp for last week
- Train staff during staff week on how you want them to communicate with medical staff and what hours medical will be open vs on-call
- Work with Administration to make sure Colorado Child Care Medical guidelines are in place
- Work with Rocky Mountain Conference Workman's Compensation director to ensure guidelines are in place
- Collect medications and necessary medical forms at registration

JOB DESCRIPTION—GVR SUMMER STAFF, Camp Nurse Coordinator

- Collect and record each camper’s medications from parents to distribute to campers during the week
- Ensure “consent to treat” and “medical liability” forms are signed by parents
- Ensure that medical history records and physical exams have been received by campers
- Communicate with the Girls and Boys Directors concerning campers with special medical needs
- Document and communicate a list of camper allergies to the Kitchen Director
- Get new epi-pens as prescribed by the on-call doctor
- Prepare and dispense first aid kits to all counselors and needed areas. Restock as needed.
- Perform any additional summer camp related duties as assigned by the Assistant Camp Director, Camp Director or conference Youth Director.

Performance Factors:

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents, patients, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Qualifications/Requirements:

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 21 years of age
- Have a current Colorado Nursing License or be a licensed physician
- Hold certifications in CPR and first aid including blood borne pathogens
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Understand Colorado Child Care Licensing requirements, specifically as they pertain to administration of the medical station
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
 - Planning/organizing
 - Analytical
 - Critical Thinking
 - Time and organizational management

Typical Physical Demands:

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and occasionally lift up to 40 pounds. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, kneeling, or swimming. This position is highly demanding and requires great flexibility and responsiveness. Tasks are primarily performed in the camp medical building, but at times may be performed in a variety of locations and conditions around the Ranch, including the camp's various activity locations (indoor and outdoor), and the camp's trail system. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude (approximately 8760 feet).

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. Glacier View Ranch in coordination with the Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

Signature

Date