

CAMP KOREY JOB DESCRIPTION

Job Title: NURSING DIRECTOR
Department: CAMP OPERATIONS

Position Summary:

Camp Korey serves children with serious and life-altering medical conditions through year-round therapeutic recreation. Kids who spend a great deal of their time as patients come to Camp Korey as Campers to rediscover the joys and growth of childhood—and they leave as stronger, more confident individuals.

The primary role of the Nursing Director is to ensure the safety, health and wellbeing of campers and their families, staff, and volunteers at Camp Korey when camp is in session and during on-site programming. This is a full time opportunity for a uniquely qualified and experienced nurse. This position requires a highly motivated team player who finds working with children to be rewarding. The Nursing Director is also responsible, in coordination with the medical team, for medical staff (paid and volunteer) recruitment, hiring, education, training and management. The Nursing director will live on site when camp is in session.

Reports to: Medical Director
Camp Director
*Available to the Medical Advisory Board

Provides supervision to: Staff and Volunteer Nurses

Certificates/Licenses/Registrations:

- BSN required (MSN, or PNP preferred)
- State of WA Registered Nursing license
- Certification in PALS, CPR, and first aid
- Minimum of 5 years clinical nursing experience (pediatric ICU or ER experience preferred)
- Clinical proficiency with medical procedures, equipment, protocols used at camp (IV access, central venous and port access, G-tubes, and pumps)

Qualifications & Competencies:

- Full commitment to Camp Korey and it's mission
- Leadership/supervisory experience
- Strong communication skills (written and oral)
- Strong organizational and administrative abilities
- Weekend and evening work required- must be residential for the entire summer program

Year-Round/Overall Responsibilities:

- Participate as a member of the medical team and collaborate with the Camp Director to ensure coordination of medical and programming activities
- Maintain adequate medical coverage at all high risk program areas at Camp Korey
- Work with the Medical Director to ensure that the medical center and the health care at camp is in compliance with all state, national, American Camp Association and Association of Hole in the Wall Camps standards
- Prepare for site visits from regulatory agencies (Department of Health, AHITW, ACA, etc.)
- In coordination with the Medical Director, develop and implement camp health policies (including standing orders, immunization policies, etc.) and an emergency preparedness plan
- Review and update the healthcare and medical center component of the Camp Manual
- Maintain required federal and state records and reports regarding the use of narcotics and restricted medications at camp

- Maintain and order appropriate inventory of medications, equipment, supplies and linens for the medical center and insure equipment is in working order
- In coordination with the Medical Director, develop, maintain and update lists of referring physicians, hospitals, volunteer health organizations, and pharmacies and investigate opportunities for donations of medical supplies, equipment and medications
- Participate in assuring the safety of the facility from the medical perspective, (e.g. protection from wild animals, no-slip mats, taking up rugs, bug spray etc.)
- Establish and maintain positive working relationships with the Association of Hole in the Wall Camps, other member camps, and camps in development.
- Participate in Donor relations through tours, reporting of stewardship for donations, and making presentations at fundraisers.

Summer Camp/Weekend Program Responsibilities:

- Work with the Camp Operations team to ensure the safety and medical well being of the children and families that we serve.
- The Nursing Director, together with the Medical Director, will be responsible for all aspects of the routine functioning of the medical center and for creating a reassuring and welcoming environment for the campers and staff
- As a member of the medical team, assist with camper recruitment, referral, screening and selection
- Recruit, interview and hire summer nursing staff and volunteer nurses
- In association with the Medical Director, develop and conduct staff and volunteer medical training and orientation
- Act as a health care resource for staff and volunteers, answer questions and provide in-services throughout the camp program
- Ensure that medical staff follow all Camp Korey medical policies and procedures for campers and staff
- Prepare, distribute, and administer scheduled medications and medical treatments to campers, staff and volunteers and oversee nursing staff in these duties.
- Maintain appropriate records of medication distribution, medical treatments and medical procedures
- Provide overnight, on-call and 24 hour back-up coverage as needed during summer and off-season camp programs
- Ensure the confidentiality of all medical information and records of both campers, staff, and volunteers
- Update, maintain and assure accuracy of medical information in the camper/staff database
- Assist the Medical Director in communicating with campers' families and physicians as needed
- Coordinate transport of camper to other medical facility when health needs arise, as well as the transport of lab specimens to appropriate lab facilities
- Communicate with all relevant camp staff concerning camper's diagnosis, care, and treatment to ensure all campers are provided a healthy and safe environment
- Prepare and distribute medical supplies to program areas and cabins (First Aid kits, backboards etc.)
- Other duties as assigned

Interested applicants should submit their most current resume and cover letter to:

Cora Weed, Camp Director

cweed@campkorey.org