

Nursing Director

Classification:	Exempt
Salary Range:	DOE
Department:	Medical
Reports to:	Medical Director / Chief Executive Officer
Supervises:	Staff Nurses, Volunteer Nurses
Date:	8/15/2019

Summary

Camp Korey empowers children and their families who live with serious medical conditions, through year-round programs, always free of charge. We offer an array of program opportunities including Residential Summer Camp, Family Weekends, and Hospital outreach programs. Camp Korey is a member of the SeriousFun Children's Network, founded by actor Paul Newman, and is accredited through SeriousFun and the American Camp Association.

The primary role of the Nursing Director:

- Ensure the safety, health and well-being of campers and families, staff, and volunteers at Camp Korey when camp is in session and during on-site programming
- Is responsible, in coordination with the medical team, for medical staff (paid and volunteer) recruitment, hiring, education, training and management
- Requires on-site residence when camp is in session, unless available in close proximity or other arrangements made

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, ACA, and SeriousFun Children's Network regulations
- Prepare for site visits from regulatory agencies (Department of Health, SFCN, ACA)

- Update camp health policies (including standing orders, immunization policies, etc.) and emergency preparedness plan in coordination with the Medical Director
- Review and update the healthcare and medical center components 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
- Develop, maintain and update lists of referring physicians, hospitals, volunteer health organizations, and pharmacies; investigate opportunities for donations of medical supplies, equipment and medications
- Participate in assuring the safety of the facility from the medical perspective
- Establish and maintain positive working relationships with other SFCN camps
- Participate in Donor relations and medical volunteer recruitment through tours, attendance at fundraising events, and making presentations at community and medical events

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
- Together with the Medical Director, the ND is responsible for all aspects of the routine functioning of the medical center and for creating a welcoming environment for campers, staff, and volunteers
- As a member of the medical team, assist with camper recruitment, referral, screening and selection
- Recruit and interview summer nursing staff and volunteer nurses
- Along with the Medical Director, develop and conduct staff and volunteer medical training, orientation, engagement and review
- 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 and safety 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 during summer and off-season 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.)

Certificates/Licenses/Registrations

- BSN required (MSN, or DNP preferred)
- State of WA Registered Nursing license, ARNP strongly preferred
- 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 its mission

Leadership/management experience

Strong communication skills (written and oral)

Strong organizational and administrative abilities

Weekend and evening work required - must be present/residential for entire summer program

Highly motivated team player who finds working with children to be rewarding

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Eligibility Requirements

- Valid Washington credentials
- Valid driver's license
- Background check

- Current Vaccinations
- CPR/AED Certification

EEO Statement

Camp Korey is an Equal Opportunity Employer. Employment decisions are based on merit, qualifications, and competence. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training.

Signatures

This job description has been approved by all levels of management:

Medical Director _____ Date _____

HR Director _____ Date _____

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

Employee _____ Date _____