



**The Salvation Army – Northern Division
Department - Northwoods Camp
Job Description**

Position Title: Summer Healthcare Manager
Salary Status: Special Camp Exemption (Temporary Contractor Position)
Classification: Not Rated
Reports to: Divisional Youth Secretary

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Qualifications

- Associates degree required. Bachelor’s degree preferred. Degree in the health care field preferred. Nursing degree preferred.
- Minimum age of 18.
- If applicable, a current Minnesota registration preferred (i.e., CNA, EMT, PCA, RN, etc.).
- Professional Rescuer and Standard First Aid.
- Adequate knowledge of (emergency) first aid.
- Experience in camp nursing or related nursing field preferred.
- Interest in and ability to relate to all age groups.
- Some supervisory experience preferred.
- Must be willing to support the mission of The Salvation Army.
- Must live on the camp grounds throughout the duration of employment.
- It must be understood by the incumbent that the provisions of Safe From Harm will apply upon commencement of employment and also understood that the required Safe From Harm training be satisfactorily completed by the end of Staff Orientation week.

Summary of Position

The Summer Healthcare Manager is to oversee the overall execution of the health program at Northwood’s Camp, and respond to any emergency. To manage medical records of campers and staff, supervise health and cleanliness standards, and to help provide adequate physical health conditions for all.

Essential Duties and Responsibilities

1. Uphold the mission of The Salvation Army and Northwoods Camp while employed at camp.
2. Understand health policies and uphold sanitary conditions in the First Aid station.
3. Be available to work on any problems that arise regarding health of staff and campers.
4. Collect all medications at camp registration and administer medications to staff and campers.
5. Open the First Aid station and obtain necessary supplies after checking the current inventory at the beginning of the summer and throughout the summer as necessary.
6. Review the camps standing orders and follow them throughout the summer.
7. Guide and participate in camper health check-in on opening day of each specified encampment.
8. Hold regular office hours, arrange for and respond to emergency coverage on a 24-hour basis. Keep main office notified of your location for emergencies. You will need to be flexible with hours due to some special programming.
9. Maintain all health-related records including: daily log, medical forms, incident (first report) forms, insurance forms, and insurance records.
10. Be available for teaching/assisting Program staff and campers with anything regarding health and health education.
11. Observe periodically all areas of camp for health and safety, and report any deficiencies to the DYS, written/verbal.
12. Participate in staff orientation week
13. Assist with Health & Safety orientation during general staff training.
14. Participate in and encourage attendance at staff devotions, outings, and worship services per DYS's discretion.
15. Maintain First Aid station, medical equipment, and inventory.
16. Assist with transportation (safety & guidance) of campers and staff.
17. Maintain a servant attitude; function as part of the ministry leadership team.
18. Maintain confidentiality.
19. Maintain all first aid kits (vehicles, cabins, offices, Kitchen, Maintenance, etc.)
20. Collect and restock all cabin first aid kits at end of season.
21. Maintain a sense of professionalism with a loving spirit.
22. Submit a written brief and inventory at the end of the summer.
23. Accept other related duties and assignments as given.

Additional Responsibilities:

1. Assist with orientation as assigned.
- Assist with opening and closing day procedures.

Staff Responsibilities:

1. Clean living area daily.
2. Be a team player.
3. Willing to cooperate with all members of the staff regardless of their position.
4. Committed to the growth of campers spiritually, physically, educationally, emotionally, and socially.
5. Maintain a high level of interaction with campers and staff.
6. Be a constructive member of the staff, contributing in every way possible to the health, harmony and happiness of the Northwoods Camp family.
7. Organize and schedule daily staff meetings and activities.
8. Attend all staff meetings and outings.
9. Immediately bring criticisms and concerns to your immediate supervisor first.
10. Be in accord with camp aims and policies being loyal to camp at all times.
11. Evaluate current season and make suggestions for the following season.

12. Respond positively to the direction of the Program Director when he/she makes schedule changes.
13. Assist where needed for the benefit of the campers and the smooth operation of camp.
14. Perform all other duties as assigned by DYS.

* **Please note that full participation means that although you may not have an assigned responsibility you are required to attend and participate in the various daily programs of camp, such as evening programs, camper worship, cabin devotions, etc.**

Working Conditions

There are normally no hazardous or significantly unpleasant physical working conditions, with the exception of the occasional emotional distress or turmoil (due to varying situations) with and between staff and/or clients. Some of the work required of this position will be performed outdoors.

Blood borne Pathogens Exposure Risk Level

Risk Level 2 - The task or activities conducted by Risk Level 2 workers do not involve reasonably anticipated exposure to blood or other potentially infectious materials, but could result in such exposure in non-routine, emergency situations.

Physical Activities and Requirements of Position

Talking

- Especially where one must frequently convey detailed or important instructions, information, and ideas accurately, loudly, or quickly.

Hearing

- Able to hear average or normal conversations and receive ordinary information

Repetitive Motion

- Movements frequently and regularly required using the entire body.

Visual Abilities

- Average, ordinary, visual activity necessary to prepare or inspect documents and for driving.

Physical Strength

- Variety of work; the majority of the time is prolonged standing, walking, with some running, bending, squatting, climbing, kneeling, twisting and lifting.
- Able to regularly lift/move 30 pounds and 50 pounds occasionally.

Mental Activities and Requirements of Position

Reasoning Ability

- Ability to deal with a variety of variables under only limited standardization.
- Able to interpret various instructions.

Mathematics Ability

- Ability to perform basic math skills, addition, subtraction, multiplication, division, fractions and percentages.

Language Ability

- Ability to speak read and write fluent English.
- Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.
- Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar.
- Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation and variation in word order; using past, present, and future tenses.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative and are not inclusive of the initiative expected to assume other responsibilities as needed.

I have read the above job description and am fully aware of all of the duties and responsibilities of this position and am capable of performing all duties. If accommodations are needed to perform the duties, I agree to provide medical documentation of the specific accommodations needed. I understand The Salvation Army will evaluate and determine whether it is financially and/or physically able to make the accommodations.

The Salvation Army uses job descriptions to aid in various human resource functions. A job description normally is shared with the employee at the time of hire and a copy signed by the employee will be kept in the personnel file. It will help you and your supervisor to communicate about job responsibilities. However, these descriptions are not fixed organization policy. They are guidelines and are subject to change. From time to time, you may be requested to perform duties and handle responsibilities that are not part of your normal job description.

Independent Contractor Name (Please Print)

Independent Contractor Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date