

ACHIEVEMENT CENTERS FOR CHILDREN

JOB DESCRIPTION

Position: Summer Camp Nursing Supervisor
Department: Recreation Programs
Responsible To: Vice President of Recreation and Sports

SUMMARY

The Summer Camp Nurse Supervisor is responsible for the supervision and coordination of wellness for each camper and staff member by ensuring compliance with accrediting bodies and nursing standards and providing direct medical care as needed. Responsibilities also include interviewing and training medical staff and education of staff in regards to safety, first aid and prevention of health problems.

ONGOING DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To successfully perform this job, an individual must be able to successfully perform each ongoing duty.

1. Practices nursing consistent with state licensing and in accordance with the Code of Ethics, Standards of Practice, and state licensing laws.
2. Promotes a positive image by representing the Recreation Division and the Achievement Centers for Children in a courteous, professional manner.
3. Adheres to all Policies/Procedures in the Achievement Centers for children Staff Handbook.
4. Promotes a team approach within each program and throughout the agency
5. Works in family-centered partnerships with the individuals and families served by the Achievement Centers for Children
6. Practices safe work habits and contributes to ensuring a safe and healthful work environment.
 - a. Maintains the department to allow for safe, efficient and organized delivery of therapy services.
 - b. Maintains all equipment in safe working order, notifying supervisor of repairs/replacements as needed.
 - c. Practices appropriate safety techniques related in Infection Control and Universal Precautions including hand washing and toy disinfecting.
7. Fosters and maintains good public relations with all community sources.
8. Conducts self with professional dignity; understands the importance of good human relations; able to motivate others; and possesses initiative and good judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

To successfully perform this job, an individual must be able to perform each essential duty satisfactorily, as well as have a broad knowledge of organization operations and policies. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties.

1. Reviews and revises all medical related policies and procedures to ensure best practice and compliance with accreditation bodies.
2. Develops expertise related to disability diagnosis and common medical issues experienced by the clients served at Camp Cheerful.
3. Interviews and trains nurses.
4. Creates nursing schedule and coordinates coverage when there are call-offs.
5. Educate all River Rock staff regarding medication protocol and medical needs of existing and incoming clients.
6. Informs staff of health concerns of campers, administers first-aid appropriately and safely, available to campers and staff for emergency situations, investigates and performs prescribed treatments of procedures as ordered the Physician, administers properly stores of medication, ostomy care, Pressure Ulcer Care, urinary catheterization, passive range of motion exercises, respiratory treatments, tracheal suctioning and tracheotomy care.
7. Adheres to the following American Camp Association regulations; registration day checks (i.e. proper fit and function of adaptive equipment, medication information such as dosage, reactions, athlete's foot, pressure ulcer sores, head lice, allergies, immunizations, childhood diseases, other health concerns), performs nursing tasks, (i.e. assess skin conditions daily for redness and breakdown and initiate preventive measures, check braces and adaptive equipment for proper fit and function and makes necessary recommendations, ensure adequate fluid intake, implements health teaching and prevention when possible.
8. Conducts ongoing assessment of campers and camp facility for potential problems), enforces safety measures (i.e. Use of safety belts on all wheelchairs, prevention of overexposure to heat and sun, water safety, prevention of accidents, falls).
9. Meets with Food Service Manager to discuss special dietary concerns of campers and ensures all campers and staff receive nutritious meals.
10. Maintains up-to-date written records of treatments, health problems, accidents, and discusses with parents or Physicians, supervises daily cleaning and maintains adequate supplies in the Health Center, including ordering of supplies, monitors campers and cabin conditions several times daily.
11. Trains other Nurses in proper treatment procedures, educates staff in first aid, disabilities, safety and prevention of health problems, supervises Substitute Nurses and Counselors and delegate responsibilities as appropriate. (i.e. treatments, skin care, education in transferring, toileting, hygiene, etc.).

12. Follows standing orders in the treatment of minor injuries and health complaints, serves as medical resource for staff, identifies health deviations and transfer care when appropriate, communicates with Vice President of Recreation and Sports on a daily basis, participates in camp activities and related duties as assigned by Vice President of Recreation and Sports, abides by all camp policies.

REQUIRED QUALIFICATIONS listed below are indicative of knowledge, skills, and abilities required to be successful in this position.

Education, Training, and/or Experience

1. Registered Nurse (RN) in the State of Ohio.
2. Current First Aid and CPR certifications.
3. Minimum of One Year Experience working with children.

Personal Skills and Abilities

1. Must have adequate knowledge of pediatric and adult physical, medical and cognitive disabilities.
2. Must be familiar with specific care and treatment considerations that may be required with specific disabilities.
3. Show maturity, professionalism and responsibility in all actions.
4. Display a sincere interest in working with our campers / clients.
5. Must be willing to work a flexible schedule.
6. Must be enthusiastic and creative.
7. Have the ability to treat all staff fairly and remain objective.
8. Must show respect for all administrative staff.
9. Must have ability to work outside of a traditional clinic setting.

PREFERRED QUALIFICATIONS

1. Previous experience with persons with disabilities.
2. Previous experience in a camp setting.

PHYSICAL DEMANDS described here are representative of those that must be routinely met by an employee to successfully perform essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties.

1. Assists in lifting children and adults.
2. Loads and unloads heavy supplies.
3. Drives camp Vehicles.
4. Actively participates in camp programs and activities.
5. Performs occasional custodial and maintenance duties.
6. Helps feed and toilet special needs campers.

WORKING CONDITIONS described here are representative of those that must be met by an employee while performing essential duties of this position. Reasonable accommodations may be made to qualified individuals

with disabilities to perform essential duties.

1. Requires outdoor work in all weather conditions.
2. Some off-site travel required.
3. Some overnight work required.

This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change in accordance with the needs of the Achievement Centers for Children.

By signing below, I confirm that I have reviewed and received the above job description. I understand that this job description does not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

Employee Signature

Date Received

Rev. 3/28/07; 1/14/11; 4/12/15