



American Dance Training Camp

The ULTIMATE Overnight Dance Camp!

www.AmericanDanceTrainingCamp.com

Phone/Fax: (866) 383-ADTC Email: ADTC@ASDance.com

HCM Job Description

Job Title: Health Care Manager (HCM)

Reports To: Program Director (PD)

Position Purpose: The Health Care Manager is responsible for overseeing the health and safety of campers and staff.

Essential Job Functions:

1. **Provide health care to meet individual needs of camp staff and campers.**
 - Collaborate with Program Director and other staff to meet medical needs.
 - Follow health care policies/procedures as described in the Healthcare Manual (to be provided) and treatment procedures.
 - Check in on ill or injured campers and staff during daily visitation.
 - Review daily health logs to make sure camper (and staff) prescription medications have been administered as directed.
 - Assess campers and staff who are ill or injured and determine if further medical attention is needed.
 - Direct staff as to when it is necessary to contact parents of ill or injured campers (if appropriate).
 - Review documentation of all injuries and care rendered. This involves documentation of all over-the-counter medicines, first aid treatment, communication with parents, doctors or any other off-camp facilities.
 - Remain "on-call" at night and available to assist ADTC in a medical emergency.
2. **Screen all campers and staff who are arriving at camp.**
 - Verify health history and examination.
 - Verify emergency authorization.
 - Identify any observable evidence of illness or communicable diseases.
 - Conduct a health assessment.
 - Ensure all medications used by campers are kept in health center, out of reach of campers.

Other Job Duties:

- Perform any tasks beyond those assigned as needed.
- Provide leadership in the camp's risk management program.
- Supervise Program Director and/or counselors in all health-related matters.
- Develop a resource file and obtain information and/or literature concerning health in the camp community.
- Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations: any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc.
- Be knowledgeable of outside health resources.
- Evaluate medical services.

Relationships:

- Health Care Manager deals mostly with the Program Director (PD), assisting the PD in all aspects of camp healthcare, as necessary.

- Health Care Manager also relates to the Cook to ensure sanitation is upheld in the kitchen and food service areas.

Equipment Used:

- Car
- First aid kits
- Automatic Defibrillator

Qualifications:

- Registered nurse (RN) or physician with a license as required by state law.
- CPR certified.
- Current First aid certification and experience in first aid and emergency management.
- Must have valid driver's license and clean driving record.
- Experience in both children and adult illness/injury care.
- Desire to work with children and young adults.
- Community health knowledge.

Knowledge, Skills, and Abilities:

- Must be a mature, responsible individual.
- Must love kids and love being a positive role-model.
- Must be ready to help make ADTC a great summer experience for everybody, including yourself!
- Ability to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment.
- Ability to interact with all age levels.

Physical Aspects of the Position:

- Ability to lift/assist campers and staff.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to use a telephone.
- Ability to remain on-call when not at camp.
- Maintain written record system
- Ability to quickly get to remote locations on camp property.
- Observe and assess sanitation and safety conditions of the camp.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Possess endurance to meet emergency needs.
- Ability to drive to off-camp health provider, physician, or emergency treatment locations.

Health Care Manager Compensation:

- **\$500/week** plus free room & board.
- OR-
- **\$250/week** plus FREE tuition for one camper and free room & board.

Health Care Manager Agreement

I understand the expectations of the RN/Physician position as outlined in this job description. My signature below indicates that, if hired to work with American Dance Training Camp (ADTC), I will strive to not only meet but exceed the expectations set forth for the RN/Physician position.

I certify that I am licensed as an RN or Physician in the state the camp is held (please provide ADTC with a copy of license).

I have read, understand, and by my signature consent to these statements.

Print Name: _____

Signature: _____ Date: _____