



ADTC – The ULTIMATE Overnight Dance Camp!

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Ask Us Anything!
866-383-ADTC

HEALTHCARE MANAGER JOB DESCRIPTION

Job Title: Healthcare Manager (HCM)

Report To: Program Director (PD)

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

Essential Functions:

- 1. Screen all campers and staff who are arriving at camp on Sunday afternoon (1:30 – 4:30pm).**
 - 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 the health center, out of reach of campers.
 - Organize camper medications and “dispensing system” with medical administration forms & instructions.

- 2. Provide healthcare to meet individual needs of camp staff and campers.**
 - Collaborate with the Program Director and other staff to meet medical needs.
 - Follow health care policies/procedures as described in the treatment procedures for camp.
 - Check in on ill or injured campers and staff during site visitations (as necessary).
 - Establish and follow appropriate medical routines, including record keeping in daily medical log, disposal of medical waste, managing and safeguarding medications.
 - 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, and communication with parents, doctors or any other off-camp facilities.
 - Remain “on call” at night and available to assist ADTC in a medical emergency.

Other Job Duties:

- Pre-arrival camper health form review.
- 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 a clinic visit and emergency treatment/accident, etc.
- Be knowledgeable of outside health resources.
- Evaluate medical services.

Relationships:

- Healthcare Manager communicates mostly with the Program Director (PD), assisting the PD in all aspects of camp healthcare, as needed.
- HCM also relates to the Cook to ensure food allergies are accommodated, and sanitation is upheld in the kitchen.

Qualifications:

- Must be licensed as RN, physician or EMT in state camp is held.
- CPR certified.
- Current First aid certification and experience in first aid and emergency management.
- 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.
- Pediatric or camp experience is a plus.

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 you!
- Must be a good communicator with campers, staff and parents.
- Must be friendly, happy, with a good sense of humor (laughter can be the best medicine)!
- Must be able to make decisions and take initiative.
- Must be able to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment.

Physical Aspects of the Position:

- Ability to interact with all age levels.
- 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.
- Ability to maintain written record system
- Ability to quickly get to remote locations on camp property.
- Ability to observe and assess sanitation and safety conditions of the camp.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Ability to meet emergency needs.
- Ability to drive to off-camp health provider, physician, or emergency treatment locations.

Healthcare Manager Compensation:

- \$500/week plus free room & board - OR - ½ price tuition for one camper plus free room & board for you.
- \$250/week (for Sunday Health Screening & answering health-related phone calls).

Pre-Camp Admin Compensation:

- Pre-arrival camper health form review will be compensated at \$20/hr.

A Note About Travel Compensation:

In general, ADTC will reimburse travel expenses up to \$100 per-week-worked for Healthcare Managers. HCMs will also be reimbursed for approved onsite travel to purchase camp medications/supplies or drive campers to the health clinic / hospital. Mileage will be calculated online at <http://maps.google.com>. ADTC will not change the travel reimbursement amount based on the reading from your vehicle's speedometer. Travel expense money will not be distributed at camp. Rather, all travel stipends will be directly deposited into your account after your attendance at camp has been verified with your camp director.