

Health Director

Purpose:

To oversee the health and sanitation of the camp, campers and staff.

Responsible to:

Director of Tapawingo

Responsibilities:

1. Oversee initial health screening of campers. Stay four weeks ahead of camper paperwork. Oversee health portion of camper registration on Sundays.
2. Oversee daily health surveillance of camp occupants.
3. Alert and instruct appropriate staff of any incoming camper whose health requires special care.
4. Meet with Director weekly to update her on the general health and sanitation of camp/health concerns.
5. Maintain camper's confidential medical histories. Keep health center log up to date. Keep all past records on file until the camper is 21 years old.
6. Photocopy/scan health forms as we receive them and send appropriate information on out of camp trips with staff along with a prepared first aid kit.
7. Collect all medications. Distribute and administer camper medications and record self-administration of prescription drugs at the correct times. Return medications to departing campers upon departure (usually Saturdays).
8. Follow camp procedures in terms of parental contact for emergencies (see staff guidelines).
9. Handle health emergencies and injuries, including emergency preparedness and provisions for professional health care.
10. Report incidents that are reportable to New York State Department of Health within 24 hours.
11. Communicate to counselors that appropriate documentation must be collected from clinic/hospital visits and two copies must be made: one for our records, and one to send with the parents of the camper/staff member.
12. Perform support staff duties as able.
13. Compile end of summer reports, which include an inventory of medical equipment and supplies, purchase requests for the next season, evaluation of procedures and regulations, summary of camper and staff illness and injuries, and recommendations for next season.
14. Instruct staff regarding procedures for dealing with bodily fluids and medical waste, in compliance with sanitary code.

15. Review performance of staff as it relates to the health and sanitation of camp.
16. Assist in organizing the documentation of necessary paperwork for Audit and NYSDOH as it pertains to this position and as required by the Director of Tapawingo.
17. Attend a weekly administrative staff meeting.
18. Order medical supplies as needed and keep an inventory of medical supplies.

Qualifications:

1. 21 years of age or older.
2. A Christian in agreement with the Camp's Statement of Faith.
3. Physician, Physician's Assistant, Registered Nurse, or other person acceptable to the permit-issuing official.
4. Shall be on-site.

Physical Requirements:

1. Ability to lift/assist campers and staff.
2. Ability to read and follow directions on medication labels, health forms and parent letters.