



# The Salvation Army

## KWM Division

### JOB DESCRIPTION

**TITLE:** Health Care Director

**LOCATION:** Three Trails Camp and Retreat Center

**JOB CODE:** 8

**CLASSIFICATION:** Exempt Summer Staff Seasonal

**DATE:** October 2023

**REPORTS TO:** Assistant Camp Director and Executive Camp Director

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**The Salvation Army Mission:**

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.

**Job Objective:** Provide emergency care, first aid and ensure the general well being of the camp staff, campers, and guests.

**Essential Functions:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job-related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Responsible for health screenings, verifying all health information on the physical form at the time of registration.
- Oversee the lice screening done at time of registration.
- Control of all camper medications, prescription and non-prescription. All medications are to be turned over to the health care director and logged in at the time of registration.
- Dispense all camper medications, prescription and non-prescription.
- Ongoing training of the summer staff concerning health and sanitary issues.
- Keep an accurate record of all treatment given and medications dispensed during each camping session.
- Keep an accurate inventory of supplies in the camp Medicine Lodge. Order needed supplies through camp secretary.
- Instruct summer staff on the use of first aid kits, their locations around camp, and what should be in them. Keep inventory on kits to see that they are well stocked.
- Keep incident reports on file. All injuries to campers will be followed by an incident report completed by the camper's counselor who will turn it in to the health care director for review and filing with the camper's health record.

- Respond to medical emergencies at camp. If deemed necessary, call 911 for further assistance. If camper or staff member is transported to a medical facility off camp, send a copy of all medical information that we have with them.
- Treat all ailments of campers and staff. If it is necessary to go to the emergency room, contact the Divisional Youth Secretary who will make transportation and supervision arrangements.
- Keep reports of all medical treatments. DYS or Health Care Director will contact parents/guardians or corps officers as needed.
- Other duties as assigned.

**Minimum Qualifications:**

Education: High School or GED Diploma required. College/University classes in the field of nursing or medicine preferred.

Experience: Certified Medical Assistant, CNA, LPN, RN preferred but not required. Experience in providing first aid, nursing or other medical positions preferred.

Certifications/Licenses: Must have or obtain CPR, AED and First Aid Certification prior to camp start date.

Skills/Abilities: Ability to work independently, be on call 24/7 and work on a set schedule. Ability to handle emergency situations in a calm and professional manner.

**Supervisory Responsibility:** None

**Safe from Harm Level:** 3 Camp Training

**Blood borne Pathogen Level:** 3

**Physical Requirements:**

Speaking, hearing and vision ability, and excellent manual dexterity to be able to perform healthcare, medicine control and required record keeping for all individuals at camp.

Lifting, pulling and pushing up to 50 pounds to be able to provide assistance to impaired or ill individual.

Requires bending, squatting and walking.

Standing up to 6-8 hours per day.

**Travel:** Some travel around the city is required.

**Driving:** Must possess a valid driver's license from the state of residence. Must be approved and maintain approval through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

**Working Conditions:** Work is performed on the camp property and includes weekdays and weekends based on the summer camp and divisional schedule.

**All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.**

*Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.*

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**Employee Signature**

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**Date**