

<b>Title:</b>	<u>Health Care Team</u>
<b>FLSA Status:</b>	<u>Exempt</u>
<b>Department:</b>	<u>Horn Creek</u>
<b>Reports To Job Title:</b>	<u>Director of Activities</u>

**PURPOSE**

The Health Care Team reports directly to the Health Administrator and is responsible for assisting in the clerical operation of maintaining the health center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Primary duties and responsibilities include, but are not limited to, the following:

- Daily Operations - the Health Center Team is responsible to see that the health center functions according to the daily program schedule and in accordance with standard operational procedures. Performance is satisfactory when:
  - Helps set up the Health Center offices as well as prepare copies, field guides, forms and reports.
  - Assists with med calls and treats campers and counselors for minor injuries and illnesses under the direction of the weekly health care professional.
  - May transport ill or injured campers and counselors to the clinic or emergency room.
  - Maintains data logs, data entry, coordinating and communicating with summer camp staff on a daily basis.
  - May respond with a camp nurse to Code Meds and Code EMS as well as any other time that she is needed.
  - Presents themselves with a clean, professional appearance and attitude.
- Spiritual Encouragement/Example - The Health Care Team is responsible for leading or participating in a daily devotional each morning with the health center staff as well as attending weekly CMD time with the other nurse assistants.
- Office Organization and Administration – The Health Care Team will be responsible to insure that our campers and camper parents are served in such a manner that reflects 1) our desire to serve them, 2) our appreciation of them, and 3) satisfactorily meets their needs and expectations. Performance is satisfactory when:
  - Campers (and parents) are served in a manner that reflects their importance to us. As our “customers”, they are our sole reason for existence. Therefore, we will treat them with gentleness, kindness, fairness, respect, and eagerly seek to meet their needs. This is “their’ camp, not “ours”.

- Any situation where we fail to serve/please a camper or camper parent is brought to the attention of and discussed with the Camp Director. In those cases, an attempt will be made to resolve the problem, design a system that prevents a recurrence, or offers an apology and/or refund.
- Customer Service - The Health Center Team will be responsible to insure that our campers and camper parents experience the “WOW” factor and are served in such a manner that reflects 1) our desire to serve them, 2) our appreciation of them, and 3) satisfactorily meets their needs and expectations. Performance is satisfactory when:
  - Campers (and parents) are served in a manner that reflects their importance to us. As our “customers”, they are our sole reason for existence. Therefore, we will treat them with gentleness, kindness, fairness, respect, and eagerly seek to meet their needs. This is “their” camp, not “ours”.
  - Any situation where we fail to serve/please a camper or camper parent is brought to the attention of and discussed with the Camp Director. In those cases, an attempt will be made to resolve the problem, design a system that prevents a recurrence, or offers an apology and/or refund.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Maintain compliance with Sky Ranch’s employee policies and procedures.
- Maintain compliance with all state and federal laws and regulatory requirements.
- Perform other duties as required.

## **QUALIFICATIONS:**

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- CPR
- First Aid
- AED
- Ministry Safe / Child Advocacy

### **KNOWLEDGE OF**

- Committed believer in Jesus Christ and must be willing to sign Sky Ranch Christian Doctrinal Statement.
- Must be committed to providing excellent customer care in all facets of their job and willing to assist others in the mission of leading youth and families to know and follow Christ.
- Must love kids and have a desire to keep kids safe,
- Ability to abide by rules and regulations
- Flexibility when things change, selflessness
- Strong moral character & respect of authority
- Ability to interact well with kids, peers, and parents
- Fun, compassionate, responsible, good hygiene, physically capable to participate in all camp activities

## **SKILLS AND ABILITIES IN**

- Excellent communication skills (verbally interacts with campers, parents and staff and writes evaluations and letters to campers).
- Knowledge of workplace safety procedures.

## **PHYSICAL DEMANDS**

- 100% -- Stands and walks long distances across camp during entire shift.
- 90% -- Verbally communicates with campers, staff and parents.
- 75% -- Reaches, bends and stoops frequently.
- 75%-- Capable of participating in all camp activities.
- 20% -- Carries 50 lbs.
- 20% --Climb ladders for activities and to reach top floor lodging.
- Hazards may include, but are not limited to, slipping, tripping, environmental, and risks associated with working around and with equine activities.
- Frequent washing of hands.

## **OTHER**

Commitment to Christian principles and teachings both professionally and personally. Must be able to fully support Sky Ranch's Doctrinal Statement. An active membership in a church whose spiritual beliefs are aligned with Sky Ranch's Doctrinal Statement.

Commitment to Sky Ranch's Vision, Mission, Values (A.R.E.) and Principles (WOW, Stewardship, and Excellence) demonstrated in daily behavior.

Must demonstrate annually a clear background check and review of child safety practices as required for camp accreditation by the American Camping Association.

Possess personal spiritual discipline that models a proactive approach toward personal, spiritual, and relational health.