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4500 Adam's Way • Randleman, NC 27317

Job Title: Director of Medical Operations

Job Type: Full-Time

Direct Report: Chief Operating Officer

FLSA Status: Exempt

## Summary

Summary: Victory Junction enriches the lives of children with serious illnesses by providing life-changing camping experiences that are exciting, fun and empowering, at no cost to children or their families.

This position provides a unique opportunity to manage the medical operations at a premiere medical specialty camp. Working as part of a team in a highly collaborative environment affords for creativity and input as it relates to the programs and medical support we provide. This position will oversee all aspects of Victory Junction Medical Operations as outlined below.

## Essential Duties & Responsibilities

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Report directly to the Chief Operating Officer
- Recruit volunteer and summer seasonal medical staff based upon anticipated needs of the schedule
- Coordinate and collaborate with Advance Practice Providers for each sessions medical care needs as it relates to campers, volunteers and seasonal staff
- Develop and maintain annual budget for medical services, including personnel, medications, supplies and equipment
- Maintain compliance with all federal and state regulations regarding the use of narcotics and restricted medications
- Participate in annual program schedule development including which diagnosis groups to serve
- Review camper applications and collaborate with Camp Admissions team for appropriate camper enrollment/placement
- Collaborate with Camp Director to ensure program activities are medically appropriate and implemented safely
- Collaborate with partner groups serving special populations to ensure appropriate medical coverage is provided
- Oversee the standards practiced by partner as it relates to medical coverage when onsite
- Maintain Victory Junction's eMAR and medical database to ensure the accuracy of camper and staff medical information

- Develop medical education resources for medical and non-medical staff regarding the camper populations served
- Ensure summer camp sessions are covered by volunteer APP or MD (to serve as Medical In Charge)
- Develop a robust medical volunteer process to ensure proper coverage is provided at all times when camp is in session
- Ensure onsite medical storage/pharmacy meets all state and federal requirements
- Recruit and maintain pharmacist relationships to support the medication intake and inventory process for campers
- Develop and maintain relationships with pharmaceutical companies and hospitals for obtaining needed medications, and laboratory supplies and services
- In Collaboration with "Advanced Practice Provider" respond to all on-camp medical emergencies and refer to emergency medical services or local hospitals as appropriate
- Collaborate in the development and implementation of emergency action plans, including lost camper, camp intruder, tornado, fire, hurricane, and other emergencies
- Oversee acquisition and logistics of medical supplies and equipment, to include quarterly inventories, supply orders, stocking, procurement of in-kind donations, and maintaining vendor contacts
- Assist in creating, developing and maintaining effective hospital and community partnerships for medical support
- Ensure proper implementation of standing orders
- Ensure confidentiality of camper and family medical information and records
- Foster an environment of diversity, equity & inclusion while implementing intentional practices to ensure continued growth and success in these areas
- Ensure compliance and proper reporting to all appropriate local, state, and federal agencies
- Ensure the medical facility meets and maintains compliance with all applicable regulations and standards of the State of North Carolina, the American Camp Association, SeriousFun Children's Network, and other relevant organizations including presence at criteria visits
- All other duties as assigned

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education & Experience**

- Bachelors of Science in Nursing (BSN)-pediatric experience preferred
- Experience leading a team (i.e. former charge nurse role, nurse manager, etc.)
- Staff supervision experience
- Current PALS (Pediatric Advanced Life Support), and Healthcare Provider BLS (Basic Life Support) certifications
- Experience working with the pediatric and adolescent populations
- Ability to work with a variety of health care professionals
- Prior camp experience preferred
- Public speaking experience preferred

## **Language Ability**

- Ability to effectively communicate at all levels of company
- Ability to communicate using written reports and business correspondence
- Ability to speak effectively before groups of clients or employees of organization

## **Math Ability**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals

## **Reasoning Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving complex situations, and understand labor law

## **Computer Skills**

- Knowledge of Microsoft Word and Microsoft Outlook

## **Attention to Detail**

- Ability to pay close attention to detail for accuracy and thoroughness in completing work

## **Organizing, Planning and Prioritizing Work**

- Ability to develop specific goals and plans to prioritize, organize and accomplish work
- Ability to work independently

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lift and/or move 50 pounds
- Regularly required to use hands, talk, or hear
- Frequently required to stand, walk, sit, and reach with hands and arms
- Travel may be required, along with overnight
- Overnight residence may be required when camp is in session

Please submit cover letter and resume to [work@victoryjunction.org](mailto:work@victoryjunction.org).