



## Nursing Director

Classification:	Exempt
Salary Range:	\$65,000-\$80,000 DOQ
FTE	.75
Department:	Medical
Reports to:	Medical Director
Date:	October, 2023

### Summary

Camp Korey empowers children and their families who live with serious medical conditions, through year-round programs, always free of charge. We offer an array of program opportunities including Residential Summer Camp, Family Weekends, and Hospital outreach programs. Camp Korey is a member of the SeriousFun Children's Network, founded by actor Paul Newman, and is accredited through SeriousFun and the American Camp Association.

The primary role of the Nursing Director:

- Ensures the safety, health and well-being of campers and their families, staff, and volunteers at Camp Korey when camp is in session and during on-site programming
- Is responsible, in coordination with the medical team, for medical staff (paid and volunteer) recruitment, hiring, education, training and management
- Requires on-site residence when camp is in session, unless available in close proximity or other arrangements made
- Provides supervision to Staff and Volunteer Nurses

### Year-Round/Overall Responsibilities

- Participates as a member of the medical team and collaborates with the Camp Director to ensure coordination of medical and programming activities
- Maintains adequate medical coverage at all high-risk program areas at Camp Korey
- Works with the Medical Director to ensure that the medical center and the health care at camp is in compliance with all state, national, ACA, and SeriousFun Children's Network regulations
- Assist with camper recruitment, referral, screening and selection
- Prepares for site visits from regulatory agencies (Department of Health, SFCN, ACA)
- Develops and implements camp health policies (including standing orders, immunization policies, etc.) and an emergency preparedness plan in coordination with the Medical Director
- Reviews and updates the healthcare and medical center component of the Camp Manual
- Maintains required federal and state records and reports regarding the use of narcotics and restricted medications at camp
- Maintains and orders appropriate inventory of medications, equipment, supplies and linens for the medical center and ensure equipment is in working order
- Develops, maintains and updates lists of referring physicians, hospitals, volunteer health organizations, and pharmacies; investigates opportunities for donations of medical supplies, equipment and medications
- Participates in assuring the safety of the facility from the medical perspective
- Establishes and maintains positive working relationships with other SFCN camps
- Participates in Donor relations and medical volunteer recruitment through tours, attendance at fundraising events, and making presentations at community and medical events
- Performs other duties as assigned



### **Summer Camp/Weekend Program Responsibilities**

- Works with the Camp Operations team to ensure the safety and medical well-being of the children and families that we serve
- Together with the Medical Director, the ND will be responsible for all aspects of the routine functioning of the medical center and for creating a welcoming environment for campers and staff
- As a member of the medical team, oversees camper recruitment, referral, screening and selection
- Recruits, interviews and assists with hiring summer nursing staff and volunteer nurses
- Along with the Medical Director, develops and conducts staff and volunteer medical training & orientation
- Act as a health care resource for staff and volunteers, answers questions and provide in-services throughout the camp program
- Ensures that medical staff follow all Camp Korey medical policies and procedures for campers and staff
- Prepares, distributes, and administers scheduled medications and medical treatments to campers, staff and volunteers and oversees nursing staff in these duties
- Maintains appropriate records of medication distribution, medical treatments and medical procedures
- Provides overnight, on-call and 24-hour back-up coverage during summer and off-season programs
- Ensures the confidentiality of all medical information and records of campers, staff, and volunteers
- Updates, maintains and assures accuracy of medical information in the camper/staff database
- Responsible for communicating with campers' families and physicians as needed
- Coordinates transport of campers to other medical facility when health needs arise, as well as the transport of lab specimens to appropriate lab facilities
- Communicates with all relevant camp staff concerning camper's diagnosis, care, and treatment to ensure all campers are provided a healthy and safe environment
- Prepares and distributes medical supplies to program areas and cabins (First Aid kits, backboards etc.)

### **Certificates/Licenses/Registrations**

- BSN required (MSN, or PNP preferred)
- State of WA Registered Nursing license, ARNP strongly preferred
- Certification in PALS, CPR, and first aid
- Minimum of 5 years clinical nursing experience (pediatric ICU or ER experience preferred)
- Clinical proficiency with medical procedures, equipment, protocols used at camp (IV access, central venous and port access, G-tubes, and pumps)

### **Qualifications & Competencies:**

Full commitment to Camp Korey and its mission

Leadership/supervisory experience

Strong communication skills (written and oral)

Strong organizational and administrative abilities

Weekend and evening work required

Highly motivated team player who finds working with children to be rewarding

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Additional Eligibility Requirements**

- Valid driver's license
- Background check
- Current Vaccinations
- CPR/First Aid Certification



**EEO Statement**

As an Equal Opportunity Employer, Camp Korey makes employment decisions based on merit, qualifications, and competence. All applicants are considered for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey appreciates diversity amongst our staff and encourages all qualified applicants to apply.

**Signatures**

This job description has been approved by all levels of management:

Medical Director \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_