

Greater Colorado Council – McNeil Scout Ranch

Job Title:	Health Officer	Property:	McNeil Scout Ranch at Peaceful Valley
Camp/Department:	Administration, Operations	Salary Level:	Based upon current salary chart.
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Ranch Director	Certifications Req:	Yes
Will Certify Applicant?:	Most, but not all certifications	Driving Required?	Yes

Job Summary

Oversee and manage the health and safety needs of the ranch and all participants and staff. Respond to and manage medical emergency situations. Work to ensure campers enjoy a safe and healthy camp experience. Work with the Ranch Director on unsafe conditions and actions within the camp. Manage communications with parents in regards to medical forms and manage medical form review for all staff and participants.

Job Description

ROLE AND RESPONSIBILITIES

- Oversee and provide limited health care (as outlined in Standing Orders provided by the Council Medical Director) that meet the needs of campers and staff. Work with the Ranch Director to coordinate off-site treatment for those that need it.
- Communicate regularly with the Medical Director regarding significant injury, illness or widespread infectious disease events. Consult with the Medical Director in a timely fashion if assistance is needed with medical management decisions.
- Manage the day-to-day operations and procedures of camp health lodges and duties of Health Aides. Ensure cleanliness of medical lodges and medical vehicle(s).
- Manage the daily medication pass to campers. Organize the use of other trained camp staff to assist with medication pass at designated times. Ensure proper medication dispensing.
- Work with unit leaders and parents to report when campers missed a medication pass. Campers that continually miss medication pass may need to be sent home.
- Train camp staff on their role in medical situations and procedures as well as proper sanitation of camp supplies and facilities.
- Train, supervise and evaluate direct report staff. Supervise the care provided by Health Aides including NYLT Health Aides.
- Maintain a daily sick and injury log in CampDoc. Utilize the notification feature in CampDoc to notify parents when a camper comes to the medical lodge. Review entries from Health Aides and add supplemental reports as needed.
- Organize and conduct the “Medical Re-Check” before campers begin camp activities. Review medical forms submitted 10-days in advance to ensure completeness. Communicate with campers and parents via email about incomplete medical forms to ensure proper forms are submitted prior to arrival. Utilize the review and messaging features in CampDoc.
- Maintain first aid and safety supplies in medical lodges and first aid kits around camp. Restock and re-order as needed.
- Help ensure camp facilities and areas are safe and clean. Report unsafe or unsanitary facilities to the Camp Director or Ranch Director so they can be addressed.
- Manage required reporting to the Council, National BSA and other local agencies on injuries and/or illness as required by law.

- Respond to camp emergencies. Provide medical care as needed. Notify the Ranch Director immediately when a medical situation is likely to lead to the activation of non-camp Emergency Medical Services (911). Act as a liaison between the camp and local EMS.
- Establish a good relationship with campers, leaders and staff.
- Communicate with campers, parents, leaders, staff and other stakeholders through email, phone and application communication.
- Ensure that the health email inbox is regularly reviewed. Ensure that the health phone is monitored by a health team staff member when camp is in session 24-hours a day.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

CERTIFICATIONS REQUIRED

- Registered Nurse (or higher medical certification (NOT provided by Council))
- BSA Health Officer Orientation (Online Prior to Camp)
- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Council Management

REQUIRED FOR THE JOB

- Must have one (1) year or season experience in supervising employees.
- Must be able to read, speak and write the English language
- Must be able to respond effectively to camp emergencies in various weather conditions
- Must have ability to move camp property in various weather conditions
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level
- Must be 21 years of age or older
- Valid Driver’s License and History Insurable by Insurance Company
- Must have reliable transportation to and from the work site on assigned days and times in an area without public transportation or ride-share service.
- Must meet State of Colorado requirements for this position.
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America

DIRECTLY SUPERVISES

- Health Aides

ADDITIONAL NOTES

- The Health Officer must be on site whenever camp is in session.