

## North Star Reach Position Description

**Title:** Health Center Director (full-time / exempt)

**Location:** Based at North Star Reach's office in Ann Arbor, MI and camp facility in Pinckney, MI.

**Reports to:** Medical Director for support and guidance on related to medical programming, and to the CEO for all other matters.



### Position Overview:

Are you an experienced pediatric nurse with a sense of adventure and infectious positive attitude (this is the only infection we want at camp) who wants to impact the lives of children with serious illness through the magic of camp? Do you enjoy singing silly songs and roasting marshmallows as much as treating bumps and bruises? If yes, you might be the ideal candidate for our **full-time Nursing and Health Center Director** position. We are searching for an energetic, organized leader who will help maintain a medically-safe environment for our campers and for our dedicated and inspired staff of volunteers. North Star Reach, located in **Pinckney, MI**, has a state-of-the-art health center which includes two exam rooms, two overnight/observation rooms, a treatment bay, a dedicated medication supply room, offices, laundry, and medical staff apartments.

The primary role of the Health Center Director is to be a **positive-minded leader** who ensures the safety, health and wellbeing of campers, family members, staff, and volunteers who are on site at North Star Reach during camp sessions. In conjunction with the Medical Director, the Health Center Director is a **team player** responsible for the direction of the Health Center, training and supervision of its volunteer staff, and the overall medical program. The Health Center Director is also required to assist in growing organizational awareness, camper and medical volunteer recruitment, reviewing camper applications and outreach to the medical community. The position requires a highly motivated **strategic thinker** who finds transformational work with children in the camp environment to be inspiring.

North Star Reach offers year-round life-changing programming with six week-long resident camps in the summer months, three Spring and four Fall weekend resident family camps, and other programs throughout the year. The Health Center Director is required to live on-site (furnished housing provided) when camp is in session.

### Job Responsibilities:

#### Clinical

- Manage all aspects of the routine functioning of the medical center while creating a reassuring and welcoming environment for campers and staff
- Work with medical staff and volunteers to provide routine and emergent clinical care to campers and staff on site
- Ensure medical staff and medical volunteers follow the North Star Reach medical policies and procedures for campers and camp staff
- Schedule and direct 24-hour nursing coverage during camp sessions
- Be available to provide and/or arrange overnight, on-call, and 24-hour backup coverage as needed during camp sessions and activities
- Ensure confidentiality of all medical information and records
- Ensure medications and procedures are administered properly. Maintain appropriate records of medication distribution and all medical treatments given and oversee medical staff in these duties
- Coordinate transport of camper or staff to another health facility when medical needs arise
- Schedule and obtain lab studies, arrange transport of specimens to appropriate laboratory and follow up on results to be reviewed
- Communicate with appropriate camp program staff concerning campers' diagnosis, care, and treatment needs
- Manage supplies, equipment and medications in the health center to support campers and staff during programs at camp. Maintain inventory lists throughout the year, ensuring that all are in stock and working
- Prepare and distribute medical equipment/supplies to program areas and cabins (ex: first aid kits, AED's, etc.)

#### Administrative, Educational Skills, and Leadership

- Supervise operations of the Health Center and medical providers working and volunteering at camp

- Participate as a member of medical team and collaborate with Camp Director and Medical Director to ensure coordination of medical and programming activities
- Direct the medical screening and acceptance of campers
- Identify medical staffing needs and recruit sufficient medical volunteers for summer and weekend programs
- Manage medical screening and acceptance of all volunteer and seasonal staff
- Assist medical director with relationship building at hospital partners and referring agencies, including presentations to medical staff and volunteer recruitment
- Assist in reviewing individual health status of campers and staff before and during camp sessions with follow up post-camp, if necessary
- In coordination with Medical Director, Camper Recruiter, and Medical Specialty Team, develop, maintain and update lists of referring physicians, hospitals, volunteer organizations, and pharmacies and investigate, nurture and promote donations of medical supplies, equipment, and medications
- Recruit, interview and hire nursing staff and volunteer nurses. Verify medical qualifications, coordinate volunteer and staff shift assignments while at camp, and provide regular and appropriate feedback to all medical personnel
- Work with Medical Director on development and administration and annual review of all camp health policies (including standing orders, immunization policies, etc.).
- Design, participate and implement medical staff training and orientation with Medical Director. Design and lead medical overview presentations for general program volunteers and for medical staff/volunteers on the disease processes and expected needs of the populations we serve
- Ensure that the health center and health care at camp meets all applicable regulations and standards of the State of Michigan, OSHA, American Camp Association, and SeriousFun Children's Network. Prepare for and host site visits from regulatory and accreditation agencies
- Work with Program Team to develop and train staff on emergency preparedness plans
- Maintain required federal and state records and reports regarding use of narcotics and restricted medications at camp
- Coordinate with Medical Director to develop the annual budget for the health center
- Evaluate performance of medical staff volunteers, solicit feedback via surveys and prepare/submit reports from each session experience to Medical Director and CEO
- Assist other camp staff in presentations for development, education and outreach activities
- Attend clinical and Serious Fun conferences and seek out opportunities for ongoing clinical skill refresher training/practice
- Support the overall organization and mission in any manner required

#### What you bring to the position:

- **Positive Leadership** – setting an example, being a visible and energizing force in the Health Center and acting with integrity and compassion
- **Team Player** – collaborating in a manner that fosters teambuilding and provides visionary direction for team members. Demonstrated ability to work effectively with administrators, physicians, peers and all members of the health care and program team
- **Strategic thinker** – successfully operating in the presence of ambiguity; managing through influence and building an environment of trust
- BSN degree and current licensure as a registered nurse in the State of Michigan
- Current certification in PALS and BLS
- Minimum of 3 - 5 years clinical nursing experience in pediatrics
- Minimum of five years of experience as manager and leader
- Clinical proficiency with medical procedures and equipment used at camp (IV access, central venous and port access, G-tubes and pumps, bladder catheters etc.)
- Desire to live and work in a residential camp setting
- Strong communication and organization skills
- Good character, integrity, and ability to adapt to the camp setting
- Enthusiasm, sense of humor, patience and self-control
- Valid Michigan driver's license and acceptable driving record

- Willingness to travel throughout the state of Michigan and to surrounding states for hospital visits, outreach and recruitment activities
- Acceptable state and federal criminal background check
- Physical strength to lift/move equipment and supplies (up to 40 pounds), walk over 10,000 steps a day outdoors during summer camp sessions and climb one flight of stairs to non-handicapped accessible apartment (alternative ground level accommodations are available if needed).

**Desired Qualifications:**

- Prior camp experience
- ACLS certification
- >7 years nursing experience within a healthcare setting
- Working familiarity with Word, Excel, and Power Point

To apply, please submit a cover letter and resume to [hr@northstarreach.org](mailto:hr@northstarreach.org)