



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Nurse Manager

Department: Medical

Reports to: Health Center Director

Status: Seasonal: Full time during summer, Requirement offseason TBD

Location: Offsite; camp for summer orientation and sessions

Updated Date: October 2018

Summary: A unique opportunity to manage the medical program at a world-class medial specialty camp for children with chronic medical conditions. Founded by actor and philanthropist Paul Newman, The Painted Turtle provides an exhilarating, medically safe camp experience for campers whose conditions require medical supervision by specialty physicians, nurses, and other health professionals. This rewarding position maintains and oversees the nursing program of The Painted Turtle and works in a creative and collaborative team setting. This position will work closely with the Nursing Director (ND) and the Health Center Director (HCD) in providing a safe and healthy environment for the children with chronic medical conditions. The Painted Turtle programs include 8 summer sessions for children 7-16 years old as well as family weekend programs during the spring and fall.

Qualifications:

- RN license in California
- 3 years of pediatric experience required
- BSN preferred
- Experience as a manager, charge nurse or other leadership position preferred

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administrative

- The Nurse Manager together with the Health Center Director, Medical Director and Nursing Director will be responsible for all activities within the Well Shell (infirmary) that relate the care of campers and staff during summer and family weekend programs
- Participate in development of medical policies, procedures, and delivery systems for campers and camp staff
- Responsible for knowing and adhering to camp policies and procedures
- Participate in all "session planning meetings" to ensure the coordination of medical and program activities
- Update, maintain and assure accuracy of medical information in the camper/staff computer database.
- Maintain required federal and state records and reports regarding the use of narcotics and restricted medications at Camp.
- Ensure the Well Shell meets all applicable regulations and standards of the State of California Dept of Health, OSHA and the American Camping Association (for example, record keeping of campers and staff, biomedical waste disposal etc.)
- Develop medical education program and resource materials for nurses/ camp staff.
- Assist in camper cabin assignments for summer sessions
- Assist in scheduling medical staff and volunteers for sessions including cabin assignments, Well Shell coverage and high-risk program areas
- In collaboration with the ND, oversee 24 hour nursing coverage during camp sessions

- Work in coordination with Health Center Director(HCD), Nursing Director(ND) and Camp Director (CD) for daily health surveillance of campers and staff
- Submit feedback/reports from each session experience to Health Center Director
- Rotating administrative call during camp session with Health Center Director and Nurse Director

Supervision Of The Well Shell During Camp Sessions - Summer and Weekend Programs

- Create a healing, welcoming environment within The Well Shell and provide an atmosphere of good morale and well – being among the camp family
- Ensure that medical staff follow The Painted Turtle medical policies, procedures and delivery systems for campers and camp staff
- Participate and implement medical staff training and orientation with Nursing Director
- Participate in medical overview for general staff orientation
- Provide direct care as needed within scope of practice and doctors orders :
- Prepare, distribute, and administer scheduled medications to campers, staff and volunteers including PO, IM, SQ, and IV routes
- Administer scheduled medical treatments to campers, staff and volunteers
- Administer emergency treatments to campers, staff and volunteers as ordered
- Provide appropriate first aid per orders
- Schedule and obtain lab studies, arrange transport of specimens to appropriate laboratory and follow up on results to be reviewed
- Coordinate transport of camper to other medical facility when health needs arise
- Act as a resource and role model to medical staff , camp staff and volunteers (answer questions, provide in-services)
- Consult with camp staff to verify that all campers are provided with a healthy and safe experience consistent with each camper’s medical condition.
- Communicate with appropriate camp program personnel concerning campers’ diagnosis, care, and treatment needs – “special consideration sheets”/ information sheets
- Ensure the confidentiality of camper and family medical information and records is maintained
- Assist in supervision of and/ or participation in any patient or family medical education activities in coordination with HCD, ND and program staff.
- Maintain communication with families and referring physicians about significant health-related developments that present while child is at camp
- Prepare and distribute medical equipment and supplies to program areas and cabins on and off-season (ex: first aid kits, backboards).
- Supply and maintain appropriate supplies, equipment and medications in the Well Shell to support campers and staff during programs at Camp. Assist with maintaining inventory lists and update before, during and after the summer program and throughout year.
- Anticipate, prepare and assure supplies and equipment are available for individual campers with special needs
- Assure medications and procedures are administered properly and appropriate records are maintained. Such documents (medication records log book, incident reports) are to be recorded and forwarded appropriately.
- Assure cleaning/housekeeping of Well Shell is maintained according to standards

Outreach / Development/ Awareness- year round

- Help coordinate the medical camp staff and facility in participation in Painted Turtle community relations programs and special events on site
- Speak to medical professionals and potential donors/sponsors who may visit during sessions
- Speaking engagements, presentations at hospitals, clinics, nursing conferences, schools of nursing for awareness and recruitment of campers and staff

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work

- independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
 - **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
 - **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
 - **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

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:

Bachelor's degree in Nursing preferred; 3 years pediatrics experience preferred, BSN preferred; Critical or acute care experience a plus; Camp and management or charge nurse/nursing supervisor experience preferred

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Math Ability:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Outlook, and Powerpoint software.

Certificates and Licenses:

Registered Nurse with a minimum of 5 years clinical experience

Supervisory Responsibilities:

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is frequently required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel and talk or hear.

Employee Statement

I certify that I have read and understand the contents of my job description. I understand that my job responsibilities may be changed at any time. Furthermore, I understand that this is not a contract and does not alter the at-will nature of my employment.

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| EMPLOYEE NAME: | EMPLOYEE SIGNATURE: | DATE: |
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Salary commensurate with experience

To apply: Please submit a resume and cover letter to Name at Email.

Please visit The Painted Turtle's website at www.thepaintedturtle.org.