



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION**

### **IDENTIFICATION:**

**Job Title:** Health Clinic Supervisor (Camp Echo)

**Department:** (80) Camp Echo

**Classification:** Exempt (salaried)

**Full or Part-time:** PT/Seasonal

**Reports to:** Wellness Manager, Camp Echo

**Revision Date:** 10/19/2018

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The Health Clinic Supervisor will oversee the all operations in Camp Echo's clinic. This role includes training and supervising health officers, maintaining inventory and cleanliness, and working day-to-day in the clinic to make sure the operations run smoothly.

### **SPECIFIC DUTIES:**

- Sets up the clinic at the beginning of the summer, including deep clean and restocking inventory
- Leads training session with summer staff reviewing basic health practices and clinic operations
- Trains all Health Officers in procedures and standing orders as they arrive at camp (day before a session)
- Serves as point person during medical emergencies
- Oversees the process of dispensing medication
- Ensures timely communication with parents if and when:
  - A camper or minor staff member is confined to the clinic due to injury or illness for 12 hours or more.
  - A camper or minor staff member spends the night in the clinic.
  - A camper or minor staff member needs to see the Camp Physician or be taken to the Emergency Room.
  - A camper or minor staff member is injured while using Camp Echo's equipment (i.e. horses, boats, bike, etc.)
- Ensures accuracy and timeliness of official medical documentation reviewing on a weekly basis
- Completes official reports of all incidents or injuries requiring professional medical treatment
- Works to keep clinic tidy by maintaining laundry facilities, dishes, and cleaning (i.e. sweeping, mopping, etc.)
- Supports the health-related protocols of Adventure Trips
- Collaborates with Youth Development Specialist when campers or staff present with mental, emotional, or social health needs.
- Serves as primary Health Officer during layover to arrange smooth transition of medications and medical needs
- Ensures that counselors are prepared for overnights by taking appropriate medications and first aid kits.
- Ensures that the leader of any group of campers traveling off camp property has copies of health forms.
- Ensures that the first aid kits at program areas and in cabins are properly supplied and maintained.
- Monitors health practices of camp including food preparation, hand washing, showering, and hydration (ACA HW-3B.6)
- Accompanies campers to hospital/urgent care in emergency situations.
- Communicates with Town Run with regards to inventory and transporting campers and staff to local health clinics
- Schedules follow up/specialist appointments for campers and staff, as needed.
- Responsible for closing up the clinic at the end of the summer, including packing up supplies and filing paperwork

### **ADDITIONAL DUTIES:**

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Prepared to do whatever else is deemed necessary by the Wellness Manager.

### **BUDGET FOR WHICH THE POSITION IS RESPONSIBLE FOR:**

**EXPENSE:** NULL

**INCOME:** NULL

**NUMBER OF STAFF (VOLUNTEERS) SUPERVISED:** *INCLUDE SEASONAL PERSONNEL AS PART TIME:* 12

## MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

	<b>Leader*</b>	<b>Team Leader</b>	<b>Multi-Team Leader</b>	<b>Organizational Leader</b>
<b>Values</b>	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
<b>Community</b>	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
<b>Inclusion</b>	Works effectively with people of different backgrounds, abilities, opinions and perceptions.	Champions inclusion activities, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusion and diversity throughout McGaw.
<b>Relationships</b>	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic Relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community
<b>Developing Others</b>	Takes initiative to assist in developing others	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others	Ensures that a talent management system is in place and executed effectively.
<b>Decision Making</b>	Makes sound judgments, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills.
<b>Change Capacity</b>	Demonstrates an openness to change, and seeks opportunities in the change process	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging Resources and creating alignment to expand organizational opportunities.

\*Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.

## ABUSE RISK MANAGEMENT REQUIREMENTS (Highlight one):

<b>For employees who directly supervise youth</b>	<b>For employees who do not directly supervise youth</b>	<b>For supervisors and administrators</b>
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures related to managing high-risk activities and supervising youths	Reports suspicious and inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies and procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> <li>Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations</li> <li>Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc.</li> </ul>	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

## QUALIFICATIONS:

- Age 21 or older
- Certified WFR/EMT or higher
- America Red Cross Health Officer Trained (completed prior to start of Summer season)
- Leadership ability and teamwork oriented
- Highly organized
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals

## WORKING CONDITIONS (Check all that apply):

- Walking       Crouching       Lifting (25lbs)       Sitting       Stooping       Kneeling
- Climbing       Standing       Carrying (25lbs)       Pulling (25lbs)       Pushing (25lbs)
- Other: This position is expected to live on site.

**The Y: We're for youth development, healthy living, and social responsibility.**