

## **Job Description**

**Job Title:** Health Center Manager

**FTE:** .7 FTE (average will be 20 hours a week in the “off season” and 32 hours a week during program season)

**Program:** Children’s Oncology Camp Foundation (d.b.a. Camp Mak-A-Dream)

**Location:** Missoula & Gold Creek, Montana

**Reports To:** Camp Director

### **Position Summary:**

The Health Center Manager plays a vital role in advancing Camp Mak-A-Dream’s mission: to empower cancer survivors and their families to live with—and beyond—cancer through transformative Montana experiences that build resilience, strengthen life skills, and foster lasting relationships. The Health Center Manager is a mission-driven leader who ensures a safe, inclusive, and empowering experience for everyone at Camp Mak-A-Dream.

As a key member of the Program Team, the Health Center Manager provides strategic leadership in health and safety across all camp programs. This part-time, year-round position oversees the Health Center, coordinates the medical committee and weekly volunteer medical teams during camp sessions, and ensures the physical well-being of participants, staff, and volunteers.

**Primary Responsibilities** include the following:

### **Health Center Management:**

- Review, revise, and create health center policies and procedures.
- Develop necessary forms or documentation, obtain appropriate equipment & supplies, and organize the health center facility & volunteer staff to support consistent implementation of policies and procedures.
- Inventory, organize, and order supplies and equipment for the health center to ensure Camp has the resources to safely care for our participants. This includes the “to-go bags” that are used on our off-campus outings or activities.

### **Camper Health Care Coordination:**

- Collaboratively review camper applications and healthcare assessment forms with the Medical Committee and Program Team to ensure completeness, identify & address concerns, and determine camp acuity level.
- Collaboratively determine camper cabin assignments with the Program team to reflect medical or physical assistance requirements.
- Upon camper arrival at Camp, facilitate the process of initial assessment, medication review, and determination of medication schedule for each participant.
- Ensure medication administration is accomplished per our policies and procedures (including timeliness, documentation, and administration safety practices).

- Problem solve any concerns or issues related to health and safety that come up during a participants' stay at Camp in collaboration with the medical volunteer staff, program leadership and, as appropriate, the campers' primary healthcare provider &/or parents/ caregivers. Perform timely, appropriate follow-up as needed.

#### **Medical Volunteer Oversight:**

- Collaboratively recruit, screen, and confirm medical volunteer staff for each session of the Camp season.
- Communicate with volunteer medical staff in advance of Camp and provide an orientation of the health center as well as Camp's EMR, policies and procedures upon their arrival at Camp.
- Facilitate the creation of an on-call rotation schedule for the medical staff volunteers during their time at Camp.
- During Camp season, occasionally be available by phone when not on campus to help problem solve or coordinate care as needed.

#### **Management and Administration:**

- Serve as an active member of the Program Team in establishing, managing, and evaluating the plans, measurable goals, and priorities for the organization.
- Provide input to the annual Program budget for Executive Director/Board approval; monitor and report against budget on a consistent and regular basis to assess whether targets are being met.
- Provide education and orientation to Foundation and Camp staff regarding the medical information and care related to those we serve (e.g., cancer-related information, allergies, nutrition, infection control).
- Collaboratively complete documentation and participate in periodic in person visits for the accreditation/reaccreditation process.

#### **Communication:**

- Establish routine communication tools to inform colleagues of information and updates related to health & safety practices at Camp.
- Coordinate with Foundation staff to integrate health & safety-related messages into print and electronic communication efforts.

Perform other related duties and responsibilities as required or assigned.

#### **Qualifications, Knowledge, Abilities & Skills:**

- Licensed Nurse
  - Experience in oncology and/or pediatric care preferred.
  - Montana license strongly preferred. Ability to obtain Montana license required.
- Solid knowledge of clinical oversight, policy/procedure development, and Joint Commission level safety standards required.

- Excellent interpersonal skills and an ability to establish and maintain working relationships with participants, volunteers, and staff alike.
- Demonstrated verbal and written communication skills, including large and small group presentations, and rapport building with a widely varied audience.
- Excellent computer and organizational skills including experience with electronic medical records, databases (e.g., for campers), and Microsoft Office applications.
- Ability to be on your feet for much of a work day and safely lift a minimum of 30 lbs.

**Compensation:**

A competitive salary and benefit package for this position will be determined by the Children's Oncology Camp Foundation (Camp Mak-A-Dream) Board of Directors with the recommendation of the Executive Director based on market conditions, qualifications and experience. Anticipated annual salary range for this part-time position is \$40,000-45,000 DOE.

**Application Process:**

Interested and qualified candidates should email cover letter, resume and a minimum of 2 professional references with "Health Center Manager Application" in the subject line to: [stu@campdream.org](mailto:stu@campdream.org).

Children's Oncology Camp Foundation (Camp Mak-A-Dream) is an Equal Opportunity Employer.