

POSITION DESCRIPTION

Title: Medical Manager

Status: FTE

Reports to: Executive Director

Salary Range: \$40,000 - \$50,000

Revision Date: January 2022



POSITION SUMMARY

This is a rare opportunity to join a premiere summer camp program and make a serious impact in the industry. We are a small, NPO located outside of Cleveland, OH and run by a tight-knit group of passionate individuals. As part of a small team, all employees must be comfortable wearing multiple hats, as daily job duties fluctuate in this seasonally motivated business.

The Medical Manager serves as an integral member of the year-round leadership team and is responsible for planning, implementing, maintaining, and evaluating all health-related programs for the Camp Ho Mita Koda Foundation (CHMK), while ensuring the safe and effective operation of all programs offered. You will work directly with the Executive Director and Operations Director daily, so clear communication, the ability to complete tasks on-time, and accepting and/or giving criticism is essential. If you are a smart, passionate, reliable, creative hard worker with the below skills, this is your chance to play a pivotal role in the success of one of the most progressive and fastest growing T1D summer camps in the world.

ESSENTIAL FUNCTIONS

- In conjunction with the Medical Advisory Committee, this position helps to develop, revise, implement, and evaluate leading diabetes management policies, procedures, and protocols.
- Collaborates and regularly interfaces with individuals, organizations, hospital systems, and the public to provide comprehensive and relevant diabetes education as a core component of campers' experience at all programs offered by CHMK.
- Serves as staff liaison to the Medical Advisory Committee and oversees all committee work including training, education, technology, etc.
- Prepares and submits an annual department budget projection to the Executive Director.
- Recruits, interviews, supervises, and participates in the evaluation of Health Care Team members including Health Care Counselors, LPNs, RNs, Dietitians, Dietitian Students, Behavioral Consultants, Residents, Fellows, and Social Work/Psychology Students.
- Builds relationships with healthcare systems to engage providers and recruit participants.
- Works collaboratively with the Leadership Team to build camp culture, adhere to staff expectations, and unify the field and medical staff teams.
- Oversees, participates in, and documents the training of all Health Care team members.
- Seeks opportunities to expand upon, recruit, and engage on-site medical providers from various hospital systems in a tri-state area.
- Solicits donations of medical and pharmaceutical supplies and/or purchases medical and pharmaceutical supplies as needed to support the program.
- Oversee all educational and support group public offerings. Includes recruitment of speakers and development of online educational workshops.
- Maintain all necessary reports and statistical data as required for program management.
- Continually enhance professional development through workshops, educational courses, seminars, training opportunities and appropriate reading material.
- Present for and lead programs with any exposure of the camp, both onsite and offsite, including but not limited to rentals, programs, fairs, fundraising events, etc.

Helping children living with Type 1 Diabetes grow in mind, body, and spirit.

KEY CHARACTERISTICS

The right candidate understands the importance of industry leading customer service, is programmatically creative, and is adept at managing large amounts of data and information. Other key characteristics include:

- Bachelor's degree is preferred. An advanced degree in a related field is beneficial.
- Experience in the medical field required. This may include RN, LPN, Dietician, Nutritionist, etc.
- A Certified Diabetes Care and Education Specialist (CDCES) credential is desired.
- Ability to live on-site in provided housing during pre-camp training and throughout the residential camp season and when campers are on-site for programs scheduled in the fall, winter, and spring.
- Team player - have the guts and initiative to ask questions, make suggestions and continually have conversations related to what we are working on.
- Fluency with Microsoft Office/Suite (Outlook, OneDrive, Teams, etc).
- Exceptional attention to detail, strong written and verbal communication skills, with the talent to convey warmth, enthusiasm, and trust.
- Ability to learn on your own, try new things, and apply ingenuity to figure out how we can set up the organization for success.
- Hyperactive + hyper focused = capable of keeping up with a small, extremely smart and fast-paced team.
- Demonstrated supervisory management experience.
- Demonstrated ability to work with minimal supervision. Must be detail-oriented with outstanding organizational ability to set priorities with ease and manage diverse projects and a large volume of detailed work simultaneously.
- Candidate must be a dependable, highly motivated, proactive individual with a 'can-do' attitude and someone who can work under pressure while adhering to tight deadlines.
- Effective team player with strong, service-minded work ethic, candidate must maintain highest level of confidentiality, exceptional judgement, and diplomacy at all times.
- A mission-driven leader who pursues excellence, builds community, and leads with compassion.

WHERE YOU WILL SHINE!

The position of the Medical Manager is well-suited for someone looking to be challenged as a leader in a successful organization. The ideal candidate will have an outlook that is positive, assertive, and flexible, and they need to be ready and willing to take on new roles and responsibilities, outside of the scope of the job description, to support the growth of camp. While the Medical Manager will be supported and nurtured as a member of the leadership team, a successful Medical Manager will be a person who is highly motivated and a self-starter, willing to try new things often, prepared to make mistakes and learn from them, and able to take on challenges with a consistent sense that their voice and skills matter as a part of the team.

TO APPLY

Submit your resume and letter of interest expressing to Executive Director, Ian Roberts at ian@camphomitakoda.org. Resumes accepted until the position is filled. No phone calls will be accepted.

Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.

The duties listed are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties.