

Job Title: Healthcare Operations Manager

Reports to: Healthcare Director

Schedule: All camp sessions June 14 – July 17, Sunday-Friday

Compensation: Starting at \$500/week. Includes all meals, room and board, referral bonuses, and the potential for a full-summer bonus equivalent to your earnings for a full week.

Qualifications: Must have a desire to work with children and adolescents. Experience with type 1 diabetes is preferred but not required.

Job summary:

Are you passionate about making a difference in the lives of children? Join our dedicated team as the Healthcare Operations Manager and help create an unforgettable summer for kids living with Type 1 diabetes. You'll provide essential medical support while fostering a safe, nurturing, and fun environment where campers can thrive. Often, camp is the only place a child feels safe and that they belong. You can provide that to a child and send them home with confidence, independence, and happiness. Your care and compassion will leave a lasting impact on these incredible kids, empowering them to embrace their uniqueness and build lifelong memories.

The Healthcare Operations Manager at Camp Ho Mita Koda plays a vital role in fostering a positive and harmonious work environment for our dedicated team. They oversee and manage all of the unlicensed medical staff at camp (excluding night staff). This includes the Healthcare staff and the Nutrition staff. This position's responsibilities are creating daily schedules, checking in with staff, answering questions, onboarding during new sessions, and making sure staff have everything they need to be successful and efficient.

We value flexibility and a collaborative spirit. While each role at Camp comes with primary responsibilities, there will be occasions when you'll be called upon to assist in other areas as needed. We believe in a 'can-do' attitude and appreciate staff members who are open to taking on new challenges. This approach helps us all grow and succeed together.

Make this summer one of growth, connection, and joy. Apply now and become part of a team that's changing lives, one camper at a time.

Duties and responsibilities:

- Be an active part of the medical team to ensure the health and safety of all campers and staff.
- Oversee and manage Healthcare Team Leads, Healthcare Specialists, the Nutrition Supervisor, and the Nutrition Specialists.
- Onboard staff that join the team after the beginning of summer to ensure they have access to schedules, resources, and have a good understanding of how camp runs.
- Perform a review of relevant training materials for staff that join the team after the beginning of the summer.

- Creating daily assignment and break schedules for all medical staff.
- Check-in with staff regularly to make sure they have all the tools they need to be successful and that they feel good about their role.
- Mediate and help solve staff disputes with tact and diplomacy.
- Provide various staff-appreciation and staff-engagement efforts such as giving sweet treats, scheduling different activities for staff, playing music, creating interactive bulletin boards in the clinic, etc.
- Conduct periodic evaluations of medical staff and provide positive and constructive feedback to support their growth and success.
- Support, assist, and occasionally fill in for unlicensed Healthcare Assistants or Nutrition Assistants as needed.
- Promptly respond to, treat, and/or assist with camper medical concerns or health emergencies including accidents, high and low blood glucose, illness, etc.
- Document accurate medical interventions in the EMR.
- Offer emotional and psychological support to campers to help them feel comfortable, confident, and empowered in managing their type 1 diabetes.
- Participate in camp activities to enhance camper experience and provide medical support as needed.
- Follow all protocols outlined in the medical manual.
- Attend pre-season medical training.
- All other duties assigned by the Healthcare Director, Medical Director, or Camp Director.

Physical Aspects of the Job:

- Ability to walk through gravel and camp-like terrain.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Possess endurance to meet emergency needs.

If you are interested in joining the medical team this summer, please apply online at

www.camphomitakoda.org/staff-portal or email info@camphomitakoda.org