



**H. E. BUTT
FOUNDATION**

JOB DESCRIPTION

Name

JOB TITLE:	Director of Health Services
DEPARTMENT:	Risk
REPORTS TO:	Senior Director of Risk Management
EFFECTIVE DATE:	
CLASSIFICATION:	Exempt

POSITION SUMMARY: The Director of Health Services will oversee camper, guest, and employee healthcare initiatives, coordinate camp staffing to include nurses, doctors, and clinical assistants, facilitate and maintain health trainings for Foundation staff, and monitor camping health compliance.

PROGRAM MISSION: Maintain the health and safety of campers, guests, and employees while ensuring camping health compliance.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- The Director of Health Services will oversee healthcare for campers, guests, and employees
 - Review all camper and seasonal staff health forms prior to programming
 - Establish efficient parent/guardian communication protocol to address healthcare related issues among Canyon Camping Program campers or guests
 - Maintain all standing prescription orders kept on-hand during Canyon Camping Program
 - Establish and manage Opening Day Health Services check-in process
 - Ensure regular engagement with Foundation Medical Advisory Committee, to include annual Foundation Health Services protocol review
 - Ensure availability of current first aid supplies at all campsites, office locations, and Operational vehicles
 - Regularly review and update Canyon Camping Program Health and Safety Plans
- Responsible for health service providers in the Canyon
 - Manage the recruitment and hiring of all doctors, nurses, and clinic assistants
 - Provide direction and oversight to health service providers
 - Maintain relationships to ensure high staff retention year to year
- Facilitate and maintain training
 - Facilitate annual Health Services policy/ procedure training for Health Services staff
 - Facilitate annual Health and Safety Training for all Canyon Camping Program staff
 - Recruit and supervise all health-related contract trainers/facilitators and review presentations prior to delivery

- In collaboration with Risk Team, ensure regular review of Canyon Emergency Manual and provide on-going emergency protocol training
 - Ensure regular delivery of First Aid/CPR/AED training for Foundation employees
- Maintain Canyon Camping Program healthcare compliance
 - Establish Foundation Health Services standards, policies, and procedures for all Canyon Camping Programs
 - Maintain clinic stock of medical supplies and equipment through regular inventory process
 - Ensure confidential recording and storage of all Foundation Health Services records
 - Manage health-related incident reporting for Canyon Camping Programs
 - Oversee regular review and implementation of Foundation's Child Protection Plan
- The Director of Health Services will be responsible for other duties as assigned to include, but not limited to managing the healthcare budget

QUALIFICATIONS:

- Bachelor's degree in nursing or related field required
 - MSN or DNP preferred
- Active, current, unrestricted Registered Nurse license in the state of Texas required
- Current BLS certification required
- Minimum 5 years of experience in a healthcare setting
- Certified First Aid/CPR training facilitator a plus

COMPETENCIES – Knowledge, Skills, and Abilities:

- Effective communication and interpersonal skills
- Ability to plan, organize, and prioritize in a changing environment
- Exceptional time management skills
- Critical thinking abilities
- Strong research abilities
- Knowledge of CPR/AED and BLS
- Knowledge of camping healthcare
- Knowledge of risk management and safety standards

PHYSICAL REQUIREMENTS:

- Employee must be able to lift and move items up to 25 pounds, repeatedly
 - May routinely lift up-to 50 pounds
- This position may at times require standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing.

WORK ENVIRONMENT

- Professional office along with a camp setting
- Ability to work outside on uneven terrain and in varying weather and environmental conditions
- While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration.
- Must work varying schedules based on camping program needs, including some weekends and overnight stays

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE