



JOB DESCRIPTION

JOB TITLE:	Director of Health Services
DEPARTMENT:	Risk Management
REPORTS TO:	Senior Director of Risk Management
EFFECTIVE DATE:	
HOME LOCATION:	Kerrville, Texas
CLASSIFICATION:	Exempt

POSITION SUMMARY: Oversee camping healthcare processes, coordinate LLYC seasonal Health Services staffing to include nurses, doctors, and health care assistants (HCAs), and monitor regulatory compliance, such as TX DSHS.

PROGRAM MISSION: Provide appropriate healthcare to campers and guests which addresses injury prevention, illness response, camper wellness and risk management.

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

ESSENTIAL FUNCTIONS:

- Create and maintain up to date LLYC healthcare policies and procedures, including but not limited to:
 - Efficient Health Services and LLYC parent/guardian communication
 - Opening and closing day health services check-in and check-out processes
 - Clinical guidebooks
 - Prescription drug policy
- Oversee LLYC health service providers (doctors, nurses & HCAs), including but not limited to:
 - Recruiting and scheduling of staff
 - Appropriate training prior to and during camp is provided
 - Ensure roles and responsibilities exist, are communicated and monitored
 - Provide regular oversight and direction of health service providers
 - Perform HCA performance reviews and intervene as needed for performance issues among health services staff
 - Perform on-boarding of all health services providers
- Establish and manage LLYC and LLFC clinic operating procedures, including but not limited to:
 - Clinic inventory, supplies and equipment
 - Confidential recording and storage of health services records
 - Incident reporting
- Annually review and monitor healthcare policies and practices for Laity Lodge, Outdoor School and Foundation Camp
- Facilitate regular engagement with Foundation Medical Advisory Committee, to include annual Foundation Health Services protocol review
- Ensure compliance with Texas Department of State Health Services (DSHS)
- Prepare and manage Health Services 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 Basic Life Support (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

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Mental and Physical Demands

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a camp and professional office environment mainly in Leakey and Kerrville, Texas. Work location changes to the Foundation’s camp setting during LLYC programming. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed. 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