

RN / LVN Medical Director Job Description

High Trails Outdoor Science School

5/2021

# OF POSITIONS	1 RN/LVN
SUMMARY	<ul style="list-style-type: none"> The Medical Director makes certain all students have a safe and healthy experience at camp. When not dealing with immediate medical needs, the Medic assists the Director in all aspects of the program. The Medical Director is in charge of the overall training, supervision, and management of the Health & Support Coordinators in their secondary medic role.
COMPENSATION	<p>Compensation package is estimated at \$35,350 for September through May</p> <ul style="list-style-type: none"> 34 work weeks, 4 paid weeks off, 5 paid Mondays off; approximately 165 work days. Salary of \$3000 a month for 9 months: \$27,000. 100% coverage in company health care plan after 90 days or health care stipend of \$200/month: \$1,800. Cell Phone / Laptop Stipend of \$50 month: \$450. Single room in company housing OR housing stipend of \$500 a month, determined by Director. Utilities are not covered. \$4,500. Board when program in session. Meals: \$10/day Lunch Dinner on first day of program, Breakfast Lunch Dinner on full program days, Breakfast Lunch on last day of program. Based on \$4 per meal, 2.5 meals a work day average. 160 work days x \$10=\$1,600. Payday is the 1st of every month.
PROGRAM SCHEDULE	<ul style="list-style-type: none"> During Program: 1st Day: 7:30am – 8:45pm; dependent upon program needs. Daily: 10:45am – 8:45pm; dependent upon program needs. Last Day: 7:30am - 5pm; dependent upon program needs. On call 24 hours/day during times when students are in program; maintains a response time of less than 30 minutes to camp at all times. During non-weekend days and weeks off, responsibilities are not stated, but available to work as needed and necessary. Days off: 1 week at Thanksgiving, 2 weeks around Christmas/New Years, 1 week for Spring Break. <p>NOTE: times are dependent upon skill and effort of employee, weather, and other factors. <i>Hours are subject to change as program needs dictate.</i> Salary is paid based upon 5 days for each program week. Actual amount scheduled at program may be less. Employee is expected to work full amount of paid time on program responsibilities. An independent work schedule may be utilized to meet program objectives.</p>
START DATE END DATE	<ul style="list-style-type: none"> Contracted from September 1st through May 31st
MEDICAL DIRECTOR DUTIES	<ul style="list-style-type: none"> Overall supervision of Medical Coordinators. Full maintenance and seasonal updates of all documents related to position. Oversee Health Insurance program and implementation. As per Health Care Plan/Medic Guide, available upon request and in internal server. .
SCHOOL DUTIES	<ul style="list-style-type: none"> School liaison; communication with parents, teachers, students, for both program and medical needs. Records keeper. Student discipline . Primary pre-program school communication for Special Concern situations.
PROGRAM DUTIES	<ul style="list-style-type: none"> Secondary program development. Performs evaluations and audits on other medical staff. Performs Flash Evaluations on staff. Plans, develops, and teaches inservices. Secondary staff supervision, evaluation, and discipline. Support staff as needed. Maintains supplies and office space of their materials.
PROJECT DUTIES	To Be Determined, in addition to regular duties

REQUIREMENTS	<ul style="list-style-type: none"> • RN / LVN, Licensed by the State of California as a Registered Nurse or a Licensed Vocational Nurse. Higher certifications are acceptable. • A valid driver's license, preference for the ability to drive a manual transmission. • Strong/proven leadership, management, and teaching skills • The ability to work and think independently AND follow directions. • The energy, organizational ability, and desire to be responsible for the program, safety and welfare of students, teachers, and staff at High Trails to the extent of employee's certification and training. • Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students and staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity, and approachability. • Ability to learn and efficiently use a computer, the internet, and any required tool or technology.
JOB DESCRIPTION NOTE	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.