

# RN/LVN Medical Director Job Description

High Trails Outdoor Science School

7/24

<b># OF POSITIONS</b>	1 RN or LVN
<b>SUMMARY</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The Medical Director is in charge of the overall training, supervision, and management of the Health &amp; Support Coordinators in their secondary medic role.</li> </ul>
<b>COMPENSATION</b>	<p>Compensation package is estimated at \$57,800 for September through May</p> <ul style="list-style-type: none"> <li>34 work weeks, 4 paid weeks off, 5 paid Mondays off; approximately 170 work days.</li> <li>Salary of \$4000 a month for 9 months: \$36,000.</li> <li>100% coverage in company health care plan (\$450/month) or health care stipend of \$200/month: \$4,050.</li> <li>Cell Phone / Laptop Stipend of \$50 month: \$450.</li> <li>Single room in company housing. Utilities are not covered. \$9,000.</li> <li>Board when program in session. Meals: Lunch Dinner on first day of program, Breakfast Lunch Dinner on full program days, Breakfast Lunch on last day of program. Based on \$7 per meal, 2.5 meals a work day average. 160 work days x \$10=\$2,800.</li> <li>5 paid sick days and two additional paid days off.</li> <li>Eligible to be part of the company bonus program. (\$5,500)</li> <li>Payday is the 1<sup>st</sup> of every month.</li> </ul>
<b>PROGRAM SCHEDULE</b>	<ul style="list-style-type: none"> <li><b>During Program:</b> 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.</li> <li>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.</li> <li>During non-weekend days and weeks off, responsibilities are not stated, but available to work as needed and necessary.</li> <li>Days off: 1 week at Thanksgiving, 2 weeks around Christmas/New Years, 1 week for Spring Break.</li> </ul> <p><b>NOTE:</b> 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>
<b>START DATE END DATE</b>	<ul style="list-style-type: none"> <li>Contracted from September 1<sup>st</sup> through May 31<sup>st</sup></li> </ul>
<b>MEDICAL DIRECTOR DUTIES</b>	<ul style="list-style-type: none"> <li>Overall supervision of Health &amp; Support Coordinators.</li> <li>Full maintenance and seasonal updates of all documents related to position.</li> <li>Oversee Health Insurance program and implementation.</li> <li>As per Health Care Plan/Medic Guide, available upon request and in internal server. .</li> </ul>
<b>SCHOOL DUTIES</b>	<ul style="list-style-type: none"> <li>School liaison; communication with parents, teachers, students, for both program and medical needs.</li> <li>Records keeper.</li> <li>Student discipline .</li> <li>Primary pre-program school communication for Special Concern situations.</li> </ul>
<b>PROGRAM DUTIES</b>	<ul style="list-style-type: none"> <li>Secondary program development.</li> <li>Performs evaluations and audits on other medical staff.</li> <li>Performs Flash Evaluations on staff.</li> <li>Plans, develops, and teaches inservices.</li> <li>Secondary staff supervision, evaluation, and discipline.</li> <li>Support staff as needed.</li> <li>Maintains supplies and office space of their materials.</li> </ul>

<b>PROJECT DUTIES</b>	To Be Determined, in addition to regular duties
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• RN / LVN, Licensed by the State of California as a Registered Nurse or a Licensed Vocational Nurse. Higher certifications are acceptable.</li> <li>• A valid driver's license.</li> <li>• Strong/proven leadership, management, and teaching skills</li> <li>• The ability to work and think independently AND follow directions.</li> <li>• 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.</li> <li>• 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.</li> <li>• Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> <li>• Be in good physical health that allows the performance of any of the following possible duties: hiking over rough terrain for up to 5 miles, carrying 25 lbs of equipment in a bag or backpack, performing emergency first aid and rescue skills outdoors in inclement weather, in various rough terrain, near or in water, and around the camp property, ability to drive maintenance or emergency vehicles, and stair climbing.</li> <li>• Instructors must be able to see and hear. Vision and hearing are required to identify and respond to environmental and other hazards related to an activity, and in daily activities and programs. Vision, which may be corrected, and hearing, which must be in a normal range as measured by a standard audiogram, must be good enough to see and hear children and adults in life and/or health safety endangering situations, in both daytime and nighttime conditions. Vision requirements include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed on a given point), depth and perception (three dimensional vision, ability to judge distance and spatial relationships), and ability to adjust focus (ability to adjust the eyes to bring an object into sharp focus). Hearing requirements include the ability to properly use a two way radio and telephone while around groups of people to communicate with program personnel.</li> </ul>
<b>JOB DESCRIPTION NOTE</b>	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.