

JOB DESCRIPTION

Title: Healthcare Manager
FLSA: FTE – Exempt
Reports to: Executive Director
Salary Range: \$40,000
Revision Date: October 2020



POSITION SUMMARY

The Healthcare Manager is responsible for planning, implementing, maintaining, and evaluating all health-related programs for the Camp Ho Mita Koda Foundation (CHMK), while ensuring the safe and effective operation of all programs offered. As the leader of the Health Care Team, the Healthcare Manager participates as an equal member of the Camp Ho Mita Koda Leadership Team. The Healthcare Manager collaborates with the Foundation Medical Directors and Medical Advisory Committee and regularly interfaces with individuals, organizations, hospital systems, and the public to provide leadership in carrying out the Camp Ho Mita Koda mission. *The duties listed are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties.*

ESSENTIAL FUNCTIONS

Camp Ho Mita Koda

- In conjunction with the Medical Directors and Medical Advisory Committee, develops, revises, implements, and evaluates diabetes management procedures and protocols to be followed at all programs offered by Camp Ho Mita Koda.
- Collaborates with the Medical Directors, MAC, and other members of the Leadership Team to provide comprehensive and relevant diabetes education as a core component of campers' experience at all programs offered by CHMK.
- Ensures that all aspects of the health-related programs and care offered at CHMK are consistent with the Camp Ho Mita Koda's diabetes management philosophy and mission.
- Serves as staff liaison to the Medical Advisory Committee. In collaboration with the Medical Directors and MAC reviews and revises the Health Care Manual and other policies/protocols on a yearly basis.
- Prepares and submits an annual budget projection to the CHMK Executive Director.
- Recruits, supervises, and participates in the evaluation of Health Care Team members including Health Care Counselors, LPNs, RNs, Dietitians, Dietitian Students, Behavioral Consultants, and Social Work/Psychology Students.
- Works collaboratively with the Leadership Team to build camp culture, adhere to staff expectations, and unify the field and medical staff teams.
- Oversees, participates in, and documents the training of all CHMK Health Care team members.
- Assists the Medical Directors with recruitment of on-site medical providers.
- Solicits donations of medical and pharmaceutical supplies and/or purchases medical and pharmaceutical supplies as needed.
- Assures that CHMK's health-related policies and procedures are consistent with Federal and State regulations as well as standards set forth by the American Camp Association, American Diabetes Association, and the American Association of Diabetes Educators.
- Maintain all necessary reports and statistical data as required for program management.
- Continually enhance professional development through workshops, educational courses, seminars, training opportunities and appropriate reading material.
- Present for and lead programs with any exposure of the camp, both onsite and offsite, including but not limited to rentals, programs, fairs, fundraising events, etc.

Organizational Partnership: JDRF

- Segmented BOH outreach calls.
- Assist families with school plans in both Ohio and Michigan.

Helping children living with Type 1 Diabetes grow in mind, body, and spirit.

- Work with Terry Czerwinski, MI President of Association of School Nurses, to build a relationship with counterpart in OH.
- Explore opportunities to create unique partnership opportunities that serve the Type 1 Community.
- Annual “One Walk” recruitment to camp families not participating in the fundraiser. Host a reunion tent at Cleveland Walk and other local events.
- Develop parent related webinars that serve as cultivation touchpoints. Possible topics include, back to school, preparing for summer, and nutrition.
- Assist with development and marketing of JDRF Type One Nation Summits. Likely to be virtual.

KEY CHARACTERISTICS

The right candidate understands the importance of industry leading customer service, is programmatically creative, and is adept at managing large amounts of data and information. Other key characteristics include:

- Bachelor’s degree is required. An advanced degree in a related field is beneficial.
- A Certified Diabetes Care and Education Specialist (CDCES) credential preferred.
- Current or able to obtain an unrestricted Ohio Advanced Practice Registered Nurse License (preferred) or Registered Nurse License.
- Current CPR and First Aid certification.
- Ability to live on-site in provided housing during pre-camp training and throughout the residential camp season and when campers are on-site for programs scheduled in the fall, winter, and spring.
- At least two years of previous administrative, program development and customer service experience.
- Demonstrated supervisory management experience.
- Competency in computer skills (database management, spreadsheets, word processing, and social media platforms).
- Ability to communicate effectively and professionally, both verbal and written, with the talent to convey warmth, enthusiasm, and trust.
- Demonstrated ability to work with minimal supervision. Must be detail-oriented with outstanding organizational ability to set priorities with ease and manage diverse projects and a large volume of detailed work simultaneously.
- Create and foster an atmosphere of friendliness and hospitality to ensure an enjoyable experience for campers, parents, donors, volunteers, staff and guests.
- Candidate must be a dependable, highly motivated, proactive individual with a ‘can-do’ attitude and someone who can work under pressure while adhering to tight deadlines.
- Effective team player with strong, service-minded work ethic, candidate must maintain highest level of confidentiality, exceptional judgement, and diplomacy at all times.
- Ability to cultivate positive public relations with CHMK stakeholders by listening and responding to their needs.

WHERE YOU WILL SHINE!

The position of the Healthcare Manager is well-suited for someone looking to be challenged as a leader in a successful organization. The ideal candidate will have an outlook that is positive, assertive and flexible, and they need to be ready and willing to take on new roles and responsibilities, outside of the scope of the job description, to support the growth of camp. While the Healthcare Manager will be supported and nurtured as a member of the leadership team, a successful Healthcare Manager will be a person who is highly motivated and a self-starter, willing to try new things often, prepared to make mistakes and learn from them, and able to take on challenges with a consistent sense that their voice and skills matter as a part of the team.

TO APPLY

Submit your resume, letter of interest, and a video expressing your interest to Executive Director, Ian Roberts at ian@camphomitakoda.org. Resumes accepted through December 1, 2020. No phone calls will be accepted.

Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.

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