



## Head Nurse Camp Ramah Darom

**Role Summary:** Camp Ramah Darom is seeking a motivated RN to serve as our Head Nurse. This is a year-round role that includes part-time, flexible remote work from January through May planning and preparing for the Camp's summer medical services; and in-person work (minimum of four weeks) in June/July/August on our campus in Clayton, GA supervising the summer Health Center ("Marp") staff and providing professional nursing care.

<b>During the year, reports to:</b>	Operations & Special Projects Lead
<b>During camp, co-reports to:</b>	Business Operations Coordinator (on operational issues) Community Care Manager (on camper care-related issues)
<b>During camp, supervises:</b>	Nursing Staff Marp Administrator
<b>Collaborates closely with:</b>	Chief Executive Officer Camp Director Chair, Medical Committee

### Year-round Responsibilities (primarily January through May)

- Assists in the recruitment, preparation and training of nursing staff and support staff, including mini-medics, for the summer camp season.
- Screens camper/staff medical information to effectively plan for medical management during the camp season and to identify any concerns:
  - Reviews submission of camper/staff medical forms and follows-up with parents/staff to obtain missing forms/information/clarifications prior to the camp season;
  - Assists in assessing campers with special medical needs for acceptance to camp as requested by camp team. Evaluates issues of special concern to include, as necessary, consultation with camper parents and health care providers and reports findings to the camp team and/or Chair of the Medical Committee;
  - Reviews all medical forms and identifies special medical and psycho-social issues. Prepares a list of campers/staff with such special issues for the Camp Director and Camper Care Manager. Prepares care plans to address special medical issues, consulting with the Camp Director, Camper Care Manager and Chair of the Medical Committee as necessary, to ensure the safety and well-being of the affected individuals while in residence at camp;
  - Enters appropriate information regarding medical issues, medications, and any other pertinent issues into the camp's registration management system.
- Reviews supply inventories. Orders all necessary medical supplies for the summer season. Coordinates delivery and storage of medical supplies.
- Participates in development of policies, procedures and standards of practice, to include the regular review of the camp Medical Manual.
- Joins meetings of the Ramah Darom Medical Committee.

### Summer Camp Responsibilities (June-August; dates vary each year)

- Responsible for overseeing excellence in camp medical services, in conjunction with the Chair of the Medical Committee.
- Maintains residence at Camp Ramah Darom for a minimum of four weeks each summer, between the beginning of staff training week through the conclusion of the summer camp sessions.
- Supervises nursing and support staff; prepares staffing schedules and coordinates time-off for the nursing and support staff. Designates a Charge Nurse when Head Nurse is not in residence, and assures he/she is fully trained.
- Provides ongoing supervision of mini-medics, including ensuring accurate distribution of medication and monitoring and restocking their supplies as necessary
- Orients arriving physicians on Marp policies and procedures, and general details of camp life.
- Provides daily nursing care to campers and staff. Monitors the delivery of care and ensures the consistent delivery of services and compliance with camp policies and procedures and all legal requirements. Assures the adequacy of charting and the appropriate documentation of all patient visits to the Marp.
- Works with Yoetzim (camper parent liaisons) to ensure timely and appropriate communication with parents.
- Communicates regularly with the Camp Director and Camper Care Manager, including providing a regular summary of campers/staff kept in the Marp overnight, anyone sent out of camp for assessment/treatment, and any significant camper/staff medical issues or concerns, or potential health issues for the broader camp community.
- Assures the availability of supplies by monitoring inventory on an on-going basis and ordering supplies as needed. Receives all supply orders and verifies that orders have been filled accurately. Assures that emergency medical kits are checked and restocked as needed and that defibrillators and any other critical medical equipment are monitored routinely for proper functionality during the summer session.
- Works with the Marp Administrator to ensure the ongoing cleanliness of the Marp.
- Monitors and maintains expenditures within authorized budgetary levels, and obtains appropriate administrative authorization for expenditures exceeding budgeted funds.
- Assists the Camp Director as necessary in managing non-medical, behavioral issues as needed.
- Oversees the proper opening and closing of the Marp to include:
  - Opening
    - Ensures camper and staff medical information needed for the summer session is complete, and follows-up on incomplete medical records prior to the arrival of campers;
    - Sets up necessary equipment in proper working order and ensures appropriate stocks of supplies needed for the delivery of care, to include the distribution of emergency medical kits and other equipment (such as automated defibrillators) throughout the property;
    - Reviews and updates all lists of outside consulting providers and medical facilities, including appropriate contact information;
    - Orients the entire camp staff to the operation of the Marp and the role of non-medical camp staff in supporting the effective delivery of health services to the camp community;
    - Supervises the check-in of all camper medications and oversees set-up of the “mini-Marp” for medication distribution;
    - Procures and distributes keys to Medical and Nursing Staff and controlling access to the Marp and secure areas, and procures radios and other communication tools needed for the operation of the Marp;
    - Trains mini-medics to perform their duties.
  - Closing
    - Prepares and packs medications to send home with campers;

- Ensures campers are checked by Marp staff prior to departure, and reports to the Camp Director and Camper Care Manager on any significant medical issues or concerns requiring follow-up after camp.
- Packs-up camper and staff medical records for return to the Atlanta office;
- Retrieves emergency medical kits from throughout the campus; with the exception of the medical kits located in the office, Chadar Ohel, and kitchen. Restocks kits in the office, Chadar Ohel, and kitchen to appropriate levels;
- Retrieves supplies from mini-medics;
- Checks defibrillators to ensure proper working condition;
- Ensures end-of-season inventory of medications (discards expired medications), supplies and equipment, and submits an inventory report;
- Stores equipment and supplies in secure locations for the retreat season;
- Returns radios and keys to the Camp Business Office

### Qualifications

- Graduation from an accredited school of nursing, with current licensure as an RN in the State of Georgia.
- Valid CPR and BLS certification. Ability to perform CPR, first aid and treatment in emergency situations as necessary. ACLS or PALS certification preferred.
- Experience in managing and supervising others and demonstrated organizational ability.
- Demonstrated proficiency in, and current working knowledge of, primary care nursing, preferably with experience in caring for children.
- Flexibility, endurance, strength and patience to maintain consistent supervision of staff and the consistent operation of the Marp during the summer.
- Excellent communication skill, and the ability to maintain composure while communicating with others during stressful situations.
- Ability to accept supervision and guidance.

**Interested candidates should email their resume to Jeff Weener - [jweener@ramahdarom.org](mailto:jweener@ramahdarom.org) before October 21, 2022. For more information about Ramah Darom, visit [RamahDarom.org](http://RamahDarom.org)**

*All qualified applicants will receive consideration for employment without regard to race, color, gender identity or expression, age, religion, height, weight, AIDS/HIV status, intellectual disability, mental disability, physical disability, including but not limited to blindness, unless it is shown that such disability prevents performance of the work involved, medical condition, handicap, national origin, ancestry, sexual orientation, marital status, domestic partnership status, parental status, military status, veteran or military discharge status, source of income or housing status or any other status protected by applicable law.*