

## Cho-Yeh Camp & Conference Center, Inc.



**Job Title:** Medical Director  
**Department:** Program  
**Reports To:** Human Resources Manager  
**Status:** Part Time, Seasonal  
**Prepared Date:** 2/5/2023

### Summary:

The Medical Director is a part-time, seasonal role that will oversee the Health Center and medical operations for Camp Cho-Yeh programs. This position oversees all medical personnel on staff and has overall responsibility for all aspects of the health and wellness of our campers and staff engaged in our summer camp program. As the medical expert, the Medical Director will refine and implement our health center policies and procedures to ensure we provide excellent medical care for campers and staff. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.

### Essential Job Functions:

#### 1. Policies and Procedures

- a. Annually review and update Standing Orders based on best medical practice.
- b. Refine and implement protocols for medication distribution (prescription and over-the-counter)
- c. Oversee Camp Cho-Yeh's compliance with Texas State Health Laws, ACA standards and other applicable standards while continually updating knowledge of industry best practices.

#### 2. Health Center Oversight

- a. Oversee Medical Staff and Health Aides that are on site during the summer.
- b. Ensure camp staff and campers know their role related to health care and first aid.
- c. Provide or ensure orientation is provided that includes standing orders, specific camper health and social needs, health center procedures, emergency procedures, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, and first aid in the camp setting.
- d. Determine care options for special needs campers, diabetic campers or other medical issues that require extra management in the camp setting.
- e. Be on site approximately 20 hours during each week of summer camp, prioritizing Sundays to train and orient new medical staff.
- f. Be on call for any questions or concerns throughout the week.
- g. Follow up with parents as needed for any concerns pre or post summer.

#### 3. Non-Summer Responsibilities

- a. On call for any non-summer related programs ie Parent Weekends, Open House, etc.
- b. Available to annually review incident reports with the Risk Management Committee of the Board of Directors.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A strong track record of providing excellent medical care in a fast-paced environment
- Proven ability to develop and execute short term and long term plans
- Experience working with all levels of staff, with demonstrated ability to establish trust and relationships and leading through others.

- First-class leadership skills, in particular the ability to translate complex objectives into clear, simple actions.
- Excellent communications skills with the ability to work across all functions and levels of an organization.
- A creative problem-solver who thrives in a fast paced environment and knows how to make wise decisions on the fly;
- Highly accountable and results-driven with the ability to set and use goals that guide action and objectively measure performance.
- Ability to maintain a positive attitude and provide a positive environment for campers and staff.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into its culture.
- Strong spiritual life and devotion to Christ as well as experience sharing personal testimony in a variety of venues.
- Demonstrated ability to cultivate healthy relationships, to maintain strong family ties, and to offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.
- Ability to work/reside in the Camp Cho-Yeh's vicinity during summer months.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **EDUCATION and/or EXPERIENCE**

Doctor of Medicine (MD) or Doctor of Osteopathy (DO) preferred, Nurse Practitioner or Physician's Assistant. Experience with pediatrics and camping is preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **TIME MANAGEMENT ABILITY**

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. The employee must have the ability to communicate with parents, staff, and administration about camper health concerns. The employee must have the ability to drive to off-camp health provider, physician, or emergency treatment locations and possess endurance to meet emergency needs.. Specific vision abilities required by this job include close vision, and distance vision.

### **WORK ENVIRONMENT**

Indoor and outdoor work environments, sometimes in varying weather conditions.. Health Center building as the main base of operations, but ability to drive a golf cart and maneuver rough terrain is necessary.