



Job Description

Position Title: Wellness Manager/Registered Nurse
Department: Education
Reports Directly To: Director of Education

Directly Supervises: Wellness Staff
Date: 08/05/2021
Closing Date: 09/05/2021

BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a full time school-year **Wellness Manager/Registered Nurse** to ensure the safety and wellbeing of students, guests and staff while on camp or completing off-camp programming. The Wellness Center is an integral part of the camp program, providing quality care to those in need.

NorthBay is looking for a highly motivated, personable individual with excellent organizational and communication skills. The successful candidate will be a motivated self-starter who can work independently and effectively within a team. The candidate must be able to convey a sense of hospitality and concern as she/he relates to students, guests and staff, providing encouragement and comfort to all constituents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Responsible for medical services of students, guests and staff on the property as well as off property during off camp trips/events. The Registered Nurse coordinates emergency first aid care, triage and stabilization, and Wellness Center care for campers, guests, and staff. Duties include:
 - a. Provide or assist the provision of medical care for emergency/urgent and routine needs. Set Wellness Center hours to meet the needs of the camp users.
 - b. Maintain a well-supplied, clean and sanitary Wellness Center.
 - c. Set guidelines for health/medication forms required for all camp users; ensure that forms meet regulatory standards, are submitted in a timely fashion, and are maintained in a database to organize data.
 - d. Ensure that all Maryland COMAR regulations are followed when administering medications to minor campers.
 - e. Complete and file all paperwork required for anyone treated on the property, to include, but not limited to the Wellness Center log, accident reports, insurance papers, and other incident reports which may be necessary to completely document any medical situations that have occurred on the property.
 - f. Provide basic medical training for personnel on camp to ensure adequate first response to situations. This group should include, but not be limited to: waterfront personnel, maintenance personnel, and other program personnel as items or events may pose a greater than normal chance for injuries to occur.



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- g. Participate in medical and emergency drills such as water rescues and resuscitation, etc.
 - h. Maintain a follow-up system documenting all the cases that were treated off of the camp facility or treated on the camp facility beyond basic first aid. Provide follow-up on recommendations for further treatment with the patient's leaders/parents and appropriate leadership.
 - i. Immediately inform appropriate leadership of any medical treatment being given off the property.
 - j. Provide orientation to the Guest Services representative who will orient the weekend and rental groups who bring their own medical service providers.
 - k. Monitor the rate at which campers or groups use medical services (both for injury and illness) to help make connections/notice trends or concerns as it relates to scheduled/unscheduled activities or group/cohort issues. Report observations to camp leadership.
2. Must have full knowledge of all equipment and supplies used for the effective operation of all health and safety services.
- a. Inspect equipment and supplies on prescribed intervals for safety/health standards. Immediately place out of service any supply or pieces of equipment which may in any way present a safety/health hazard.
 - b. Demonstrate knowledge of related industry standard equipment and resources such as medications, first aid techniques, medical journals, insect/snake bite/asthma/food allergy/sprains and bruises, etc.
 - c. Maintain the Automated External Defibrillator with a state approved operations manual and practices.
3. Maintain appropriate personnel policies and procedures.
- a. Oversee and assist in the selection process and hiring of Wellness Center staff.
 - b. Provide orientation to Wellness Center staff upon hiring.
 - c. Provide appropriate training and supervision for Medication Technicians.
 - d. Supervise staff for the Wellness Center, to include conducting staff meetings, one on one feedback, performance reviews and budget oversight for Wellness Center employees.
 - e. Ensure staff needs are met.
 - f. Maintain medical certification records for all staff training conducted on property or attended off property.

MINIMUM QUALIFICATIONS:

- 1 year minimum working as Registered Nurse in a clinical setting – preferably emergency, pediatric, camp or community setting
- Active Registered Nurse license or similar certification in Maryland or a Compact State
- CPR/BLS and First Aid certification
- Must maintain all licenses/certifications



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- Two years of college or similar experience required
- Physical ability to assist in rescue of injured persons from camp property which includes wooded trails on inclines, 50 feet of stairs, pool, shoreline and Bay area; ability to lift 50 pounds.
- If not already completed, must complete the Maryland Case Manager/Delegating Nurse course as soon as possible after hire (depending on course offering dates). This is required by the State of Maryland for those nurses who are delegating nursing functions and instructing medication technicians.