

Position Description: Nurse Manager

Reports to: Director of Human Resources

FLSA Status: Full-time; Exempt



Job Summary

The Registered Nurse is responsible for collaborating with physicians and multi-disciplinary team members; provides physical and psychological support to patients; and supervises assigned team members. Responsibilities include, but are not limited to, overseeing on-site Health Center operation, administering medical care to guests and staff, coordinating per diem nursing staff, and maintaining inventory of organization's medical supplies.

Organizational Strategy

- Follows nursing philosophies and standards of care set by state board of nursing, state nursing practice act, and other governing agency regulations
- Provides medical aid to guests & staff per medical protocols as given by Medical Director
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to up to 2,000 guests and 500 staff
- Works scheduled camps and retreat and/or hires and schedules nurses and doctors
- Documents patient care services by charting patient treatment; updates records as necessary
- Communicates to parents/guardians all medical treatment regarding campers in a timely manner
- Maintains patient privacy and protects operations by keeping information confidential
- Conducts health screenings for guests and staff prior to camp session
- Orders all supplies needed for the year-round Infirmary while maintaining budget
- Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations
- Communicates to parents/guardians all medical treatment regarding campers in a timely manner
- Documents all medical treatment provided by Infirmary medical staff
- Utilizes existing health resources to provide appropriate care of patients
- Maintains nursing equipment, inventory, and supplies
- Assists in teaching community classes, including an Emergency Medical Technician (EMT) course

General Qualifications:

- Evidenced commitment to the Christian faith and a desire to share the knowledge of Jesus Christ
- Able to agree with our Statement of Belief and abide by our Standard of Conduct
- Must be a spiritual leader and team player; self-motivated and able to make sound decisions
- Conduct Nursing with a biblical perspective, with a servant's heart and willing attitude
- Commitment to excellence and attention to detail
- Must be flexible, proactive, resourceful and efficient, with a high level of professionalism
- Possesses strong inter-personal skills with the ability to project a friendly attitude
- Must be able to demonstrate common sense and calm demeanor in the event of an emergency
- Works well with a variety of ages and personalities and with a diverse group of staff and guests

Specific Qualifications

- Manage multiple tasks and responsibilities in an unstructured environment with frequent interruptions in a fast-paced environment, sometimes under pressure
- A current California nursing license (active status) and at least 3 years of hospital nursing experience
- Emergency nursing experience preferred
- Basic Life Support certified; Advanced Cardiac Life Support highly recommended
- Possess strong organizational skills in nursing administration
- Excellent computer skills in PC and/or Mac environment—Microsoft Windows, Word and Excel; skills in managing database and recordkeeping a plus

Physical Demands

- Must be able to lift at least 50 - 100 lbs; increased amounts may be necessary
 - Assist with backboard transports if EMTs need assist
 - Moving backboards, trauma kits, oxygen bags each season as needed
 - Lifting cases of drinks and placing them in multiple locations
- Must be able to sit or stand for extended periods of time; walking on uneven/rugged terrain of campus
- Must be able to live at high altitude and in seasonal/winter weather
- Out-of-town and/or overnight travel may be required

Educational

- Minimum Associates of Science degree; Bachelors of Science in Nursing Degree is highly recommended
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; and/or establishing personal networks
- Pursues Continuing Education (CE) opportunities to maintain at least 30 CE Units for licensure

Other

- Willingness to adjust hours to accommodate the needs of the job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position
- Perform other related duties and assignments as required; Hume Lake maintains the right to reassign or change duties as required