

*Setebaid Services,<sup>®</sup> Inc.*  
**HEALTH SERVICES ADMINISTRATOR**

Job Description  
(Seasonal Volunteer Position)

***PURPOSE AND GENERAL JOB SUMMARY***

The Health Services Administrator manages the non-clinical aspects of the health services of one of the organization's youth programs, a camp for children and/or teens with diabetes. The Health Services Administrator supervises and is responsible for tracking the health and safety of campers and staff, and works to improve the health care provided at the Setebaid Services<sup>®</sup> program, always working within the policies and budget set by Setebaid Services,<sup>®</sup> Inc.'s Board of Directors. This position is an at-will, seasonal (temporary), volunteer position.

***QUALIFICATIONS***

- Bachelor's Degree in Health Administration, Business Administration, or similar field or experience in office management.
- Readiness and ability to adapt to camp work situation.
- Interest and ability to inspire confidence in children.
- Interest and ability to work with the medical staff volunteers and to keep them organized, get them supplies as needed, and follow-up with them to assure that all necessary paperwork is completed in a timely fashion.
- Awareness of potential health and safety hazards and ways to control them.
- Experience with children with diabetes.
- Willingness to reside on the campsite during the entire camp session.

***RESPONSIBLE TO*** Setebaid Services<sup>®</sup>, Inc., the Camp Director, and the Camp Medical Director

***RESPONSIBILITIES***

1. Comply with personnel policies for camp staff.
2. Ensure that all necessary medical supplies are available to camp.
3. Meet with Camp Director and camp staff periodically throughout camp session to assure that the health services meet the staff needs at the camp or program.
4. Determine, with Camp Director, how many medical staff, and which disciplines, will be needed for camp. Work with them Medical Director to recruit necessary medical staff.
5. Review medical information sheets to be sure one is filed for all staff on site.
6. Review completed camper Information and Consent Forms to be sure there is one on file for each camper.
7. Ensure that ACA standards for Health Care are maintained.
8. Arrange for screening of staff and campers upon arrival at camp.
9. Know location and hours of the closest EMS, hospital, pharmacy, and supermarket with gluten-free food.
10. Schedule medical staff to cover high-risk programs which need medical staff coverage (list to be obtained from Camp Director).
11. Keep and organize all staff and camper medical files.

12. Complete request form to order all medical supplies from organizational inventory.
13. Check in medical supplies at camp and sign for inventory.
14. Organize Infirmary/Med Shed.
15. Follow up with medical staff to get all Human Resources paperwork completed.
16. Meet with and answer questions for medical staff prior to and during camp.
17. Supervise all non-clinical procedures and activities of medical staff (i.e. distributing supplies, who carries charts, time off camp, etc.).
18. Schedule night checks and overnight on-call schedules with medical staff, as well as time off and medical teaching (list provided by Program Director).
19. Order non-diabetes supplies.
20. Order low supplies from camp's kitchen or wish list.
21. Schedule rounds (teaching time with medical staff) and medical staff meetings.
22. Post-camp assist the Medical Director write medical staff evaluations.
23. Maintain both diabetes and non-diabetes medical supplies and keep an inventory of supplies remaining post-camp. Maintain records of who received what supplies during camp.
24. After camp, collect and organize all files and turn them into the office. Inventory supplies to go back to office and storage, discard expired medications and make a list of needed replacements. Arrange for the disposal of the bio-hazardous waste.

**JOB SPECIFICATIONS:**

**A. Physical Demands:**

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, walking, and repetitive telephone answering and computer work during working hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 50 Lbs.
4. Finger and hand dexterity necessary to use office and program equipment.
5. Visual, speech, and auditory acuity required to conduct office activities.

**B. Special Requirements:**

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from camp, to Committee meetings, and to meetings with potential staff or with the Medical Director.
3. Ability to work on a Personal Computer and the ability to learn new programs as required.
4. Available during the program 24 hours per day and as necessary for Committee Meetings, and other meetings as required.

**C. Environmental Conditions:**

1. Work will be conducted from a home office and at the program site. Much of the work will be conducted outside in environments that are not climate controlled; some work will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to the program site, to the storage unit, to the Committee meetings and other places as necessary. Outside travel may be in extreme temperature ranges from hot to cold, and/or high or low humidity, rain, snow, ice and fog.