

Setebaid Services[®], Inc.
MEDICAL DIRECTOR

Job Description
(Seasonal Volunteer Position)

PURPOSE AND GENERAL JOB SUMMARY

The Medical Director manages the medical aspects of one of the organization's youth programs, a camp for children and/or teens with diabetes. The Medical Director supervises and is responsible for the general health and safety of campers and staff, and works to improve the health care skills of the campers at the Setebaid Services[®] program, always working within the policies and budget set by Setebaid Services[®] Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal (temporary), position.

QUALIFICATIONS

- Licensed physician with malpractice insurance coverage.
- Readiness and ability to adapt to camp work situation.
- Interest and ability to inspire confidence in children.
- 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[®] Camp Director

RESPONSIBILITIES

1. Comply with personnel policies for camp staff.
2. Interview and hire all camp medical personnel.
3. Ensure that all necessary medical supplies are available to camp.
4. Conduct educational sessions at camp with the campers.
5. Supervise camper blood testing, insulin administration, dosage adjustment, and medical needs.
6. Meet with Camp Director and camp staff periodically throughout camp session.
7. Review medical information sheets to be sure staff and campers are not beyond the camp's scope of practice.
8. Review completed camper medical information sheet.
9. Meet with or otherwise directly provide information to parents of prospective campers regarding medical aspects of camp.
10. Maintain ACA standards for health care.
11. Arrange for staff training for medical emergencies including hypo- and hyperglycemia.
12. Alert staff to special needs of campers and those with multiple problems.
13. Meet with parents individually on opening and closing day.
14. Arrange for screening of staff and campers upon arrival at camp to prevent the spread of communicable diseases and/or head lice.
15. Notify Camp Director when parents should be advised of serious illness or accident.

16. Work closely with Camp Director and Camp Dietitian; see that a balanced level of activity is maintained and nutritional requirements are met.

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 75 Lbs.
4. Finger and hand dexterity necessary to use office and program equipment.
5. Visual, speech, and auditory acuity required to conduct camp 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, and to Committee meetings.
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 to meet with the Camp Director and Health Services Administrator.

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 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.