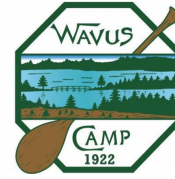




KIEVE WAVUS
E D U C A T I O N



Associate Healthcare & Risk Director

Summary

This individual reports to the Healthcare & Risk Director working to ensure healthcare policies and protocols are adhered to and that programmatic and operational risks are proactively assessed and identified. They provide healthcare services for Camp Kieve and Wavus Camp and support the needs of The Leadership School and all programs on campus. They are essential to our ability to provide a safe environment for its programs and employees.

Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

Qualifications

Bachelor's Degree and required education to hold a current certification as a Registered Nurse, Nurse Practitioner, or Medical Doctor. Prefer at least five years experience. Able to serve a client base with a diverse range of healthcare needs and to implement healthcare policies and practices while managing health center spaces as needed for residential programs. Can independently research and assess risk regarding evolving industry standards, state laws, and regulations. Adaptive to a dynamic work environment and comfortable presenting to and collaborating with all organizational stakeholders.

Responsible to: Healthcare & Risk Director

Primary Responsibilities

Healthcare | Communicate with visiting school staff and camper families about medical concerns. Work collaboratively to manage summer camp and employee healthcare forms. Help ensure that the Kieve and Wavus Health Centers are fully staffed and manage those spaces as needed. Maintain supply inventory and ordering system. Help implement standing medical orders and all healthcare and risk procedures and policies. Coordinate off-site medical care and communicate with families as needed. Oversee and ensure all medicine is safely stored and distributed for all programs. Facilitate all healthcare and risk staff training across programs.

Risk | Constantly assess operational risk associated with any programs or elements of the KWE campuses. Assist with coordinating external risk audits of KWE and help ensure compliance to state guidelines and protocols, as well as meeting industry standards. Coordinate any DHHS or other external inspections and support all follow-up. Monitor and ensure both campuses have up-to-date Emergency Response Plans, including effective distribution of Med Kits in shared spaces, Automatic External Defibrillators, and Epi-Pens. Lead training of employees on how to implement emergency response.

Documentation & Reporting | Help oversee and implement incident reporting and KWE Risk Management Team communications. Serve among staff who can receive Mandated Reports regarding Child Abuse and Workplace Harassment, including Sexual Harassment. Document all staff certifications in a timely manner.

Professional Development | Complete professional development to stay current in healthcare certifications and risk management best practices to best serve KWE, maintaining relationships with appropriate organizations.

Support of the Organization | Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Each employee should value our mission and be ready to do work not specific to their job description to fulfill it.