

POSITION DESCRIPTION

Position:	Infirmary Assistant Manager
Department:	Infirmary
Salary Level:	V (Administrator/Professional)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Infirmary Manager
Desired Availability:	May 1 – August 20

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Infirmary Assistant Manager works with the Infirmary Manager to oversee all aspects of the Philmont Infirmary operation, with emphasis on meeting all federal, state and local regulations to help maintain all licensures. The Infirmary Assistant Manager helps the Infirmary Manager supervise the Nurse Supervisor, the Chief Medical Student, Medical Recheck, Infirmary Tent City and the volunteer Physicians.

Primary Duties & Responsibilities

- Responsible for the coordination and conduct of Infirmary staff, and volunteer Physicians to ensure consistent medical care in keeping with the operating guidelines set by the Philmont Infirmary Task force and the Director of Camping.
- The Assistant Infirmary Manager is responsible for maintaining the Infirmary, Medical Recheck, Medical Dorm, Physician Housing, and Tent City in a clean and working order and reporting all maintenance and housekeeping needs to the appropriate people.
- The Assistant Infirmary Manager along with the Infirmary Manager and the Nurse Supervisor will maintain the Philmont infirmary ensuring that all regulations are being met and that the inventories are being maintained according to the Philmont formulary.
- Responsible for establishing and maintaining appropriate relationships with area hospitals and local medical providers.
- Provides training to the Volunteer Physicians and Medical Students to ensure compliance with the operational guidelines of the Philmont Infirmary.

- Works with the Infirmary Manager and Chief of Medical services to ensure that one of them is always available in the Infirmary during serious incidents to coordinate resources within the Philmont Infirmary.
- Attends weekly staff meetings with the Infirmary Manager, Chief of Medical Services, the Nurse Supervisor, and the Chief Medical students and other Infirmary leadership to ensure that the mission of the Philmont Scout Ranch Infirmary is being fulfilled.
- Sets a meaningful example to all Infirmary personnel in attitude, appearance and demeanor. Maintains an open two-way communication channel with all Infirmary personnel.
- Responsible for the Office Staff (Secretary and Assistant), the preparation and maintenance of medical records in conformance to HIPPA, Workmen's Compensation and insurance requirements.
- Coordinates the preparation and collection of the evaluations of the volunteer physicians and K.U. Medical Students with the appropriate members of the health lodge task force.
- Coordinates appropriate assistance with the Chaplain Coordinator and the assigned Infirmary Chaplain
- Responsible for the preparation of Risk Management reports, End of Season reports and personnel evaluations
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 years of age by the time of employment.
- Expected to have previous management experience, with knowledge of employee evaluations and progressive discipline systems.
- Medical knowledge is not required for this position, but management of records and processes is desired.
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you've been hired. <http://newmexico.foodhandlerclasses.com>. Click on the link to learn more.
- Provide a driving record and be able to obtain a Philmont drivers permit.

Physical Requirements & Work Environment

- Must meet Scouting America height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting or crouching

Additional Information

Training opportunities are as follows: The Infirmary Manager will receive one day of training with the Director of Program covering specific policies and procedures of the Philmont Infirmary. The Infirmary Manager will also coordinate training for other Infirmary staff and attend the Philmont Leadership training day. Additional training opportunities may become available throughout the summer such as CPR instructor certification, and additional continuing medical education. Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex,

national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 12/4/2024