

## POSITION DESCRIPTION

---

<b>Position:</b>	Medical Secretary
<b>Department:</b>	Infirmary
<b>Salary Level:</b>	I (General Staff)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Infirmary Manager
<b>Desired Availability:</b>	May 26 – August 16

### 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 Medical Secretary is responsible to the Medical Secretary Lead who reports to the Infirmary Manager. This position documentation, data entry and filing of medical records for Infirmary patients. Infirmary Medical secretaries may also assist with Medical Recheck operations, following the guidelines set forth in the Scouting America Annual Health and Medical Record.

### Primary Duties & Responsibilities

- Ensuring that the appropriate documentation policies are being followed.
- Report to the Infirmary Manager any issues with documentation and work with him/ her to address the issue.
- Track and store the Scouting America annual Health and Medical record for all full time and seasonal staff. Report to the Infirmary Manager any staff who do not have a medical record on file within 5 days of start date.
- Enter required data into database (s) for Philmont and Scouting America record keeping.
- Help keep the Infirmary, Recheck building, Infirmary tent city and staff tents clean and neat.
- Achieve an understanding and attitude among the Infirmary staff as to the responsibility Philmont has to the participants who are ill or injured and who cannot complete some segment (large or small) of their planned experiences.
- Keep the Infirmary work area and personal quarters clean and neat.
- Assist with other staff responsibilities as directed by Infirmary Management to insure that the mission of the Philmont Scout Ranch is carried out.

- Make suggestions to Infirmiry Management of ways to improve the operation
- Achieve an understanding and attitude among the Infirmiry staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experience.
- Assist with other staff responsibilities as directed by the Director of Program or the Infirmiry Manager to insure that the mission of the Philmont Scout Ranch is carried out.
- 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.
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Interest in the medical field and the desire to learn highly suggested
- Previous experience on Philmont staff or on a Philmont trek is strongly preferred
- 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.

### Physical Requirements & Work Environment

- 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: Infirmiry medical secretaries will complete a 7 day training program covering the specific policies and procedures of the Philmont Infirmiry, and medical requirements for Philmont participation. Infirmiry staff will also have the opportunity to receive training in CPR, and Wilderness First Aid. Additional training opportunities may become available throughout the summer such as ride along with local EMS, medical lectures and continuing medical education credits may be obtained. Send inquires to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding 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:** 12/3/2024