

POSITION DESCRIPTION

Position:	Nurse Supervisor
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 11 – August 22

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 the Boy Scouts of 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 BSA Annual Health and Medical Record 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 Nurse Supervisor provides leadership to other Nurses and Nurse Assistants to ensure that they administer the best possible medical nursing care to Philmont participants and staff. The Nurse Supervisor will attend the weekly managers meeting and communicate relevant information to subordinate staff.

Primary Duties & Responsibilities

- Participate in training of Nurses and Nursing Assistants
- Supervises nursing staff and makes daily task assignments
- Maintain schedule for nursing staff
- Serves as a representative of the nursing profession to medical students and promotes a positive working relationship with all Infirmary staff
- Attend weekly staff meetings and ensure that relevant information and concerns are communicated between management and nursing staff
- Maintain running inventory of medical supplies and medications and communicate to administrator need for additional supplies
- Provide direct patient care in the Philmont Infirmary
- Ensure that Philmont patients being kept as in-patients are provided for during their stay
- Have expert knowledge of the medical documentation system and serve as a coach for other staff to ensure proper documentation is maintained
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be at least 21 years of age by time of employment
- Licensed RN in state associated with New Mexico in Nursing compact
- BLS CPR certification
- Prior experience leading a clinical team
- Previous Philmont nursing experience
- Possess a working knowledge of Microsoft Access and Excel
- Ability to prioritize a wide variety of tasks, make decisions, cope with stressful situations, meet tight timeframes, adjust to unexpected or unscheduled demands, and revise work accordingly
- 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 begin the training

Physical Requirements & Work Environment

- Be able to work in strenuous environments including workdays of 12+ hours
- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting, or crouching

Additional Information

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 the Boy Scouts of 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: 7/9/2022