

Camp El-O-Win

Job Description

Job Title: Health Supervisor

Classification: Exempt (Seasonal)

Reports to: Camp Director

Position Purpose:

The Camp Nurse is responsible for overseeing the health and safety of campers and staff.

Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers.
 - Follow health care policies/procedures as described in Camp El-O-Win's Standing Orders.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
 - Set up the camp Infirmary.
 - Inventory and order all necessary medical supplies and equipment.
3. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
 - Ensure staff and camper health examinations are current and on file.
 - Prepare and utilize daily medical log for treatment and medications.
 - Prepare and record insurance and accident report forms.
4. Oversee First Aid procedures and supplies.
 - Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, and out-of-camp trips.
 - Ensure supplies are well stocked and distributed as needed.
5. Ensure a staff orientation session is delivered on medical services.
 - Ensure camp staff and campers know their role related to health care and first aid.
6. Screen all campers and staff who are arriving at camp.
 - Verify health history and examination.
 - Verify emergency authorization.
 - Identify any observable evidence of illness or communicable diseases.
 - Conduct a health assessment.
 - Keep all medications used by campers and staff.
7. Supervise sanitary conditions throughout camp.
 - Observe daily cleanliness in the food service facility and other areas throughout camp.
 - Report any health problems or symptoms of illness to the Camp Director.

Other Job Duties:

- Perform any tasks beyond those assigned as help is needed.
- Provide leadership in the camp's risk management program.
- Develop a resource file and obtain information and/or literature concerning health in the camp community.
- Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations: any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc.
- Be knowledgeable of outside health resources.
- Evaluate medical services.

Equipment Used:

First aid equipment including back board, scissors

Qualifications:

- Minimum - EMT with a license as required by state/county law.
- Current First aid certification and experience in first aid and emergency management.
- CPR certified.
- Driver's license.
- Experience in both children and adult illness/injury care.
- Desire to work with children and young adults.
- Community health knowledge.
- Must submit required employment forms prior to the first day of camp.

Knowledge, Skills, and Abilities:

Ability to function in a primitive camp 13 miles from a small town and 65 miles from a hospital. Ability to follow standing order from a licensed physician. Capacity to think in and keep a calm demeanor in emergency and follow directions or direct people in accordance with predetermined policy.

Physical Aspects of the Job:

- Ability to lift/assist campers and staff.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to use a telephone.
- Maintain written record system.
- Ability to quickly get to remote locations on camp property over uneven terrain.
- Observe and assess sanitation and safety conditions of the camp.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Possess endurance to meet emergency needs.
- Ability to drive to off-camp health provider, physician, or emergency treatment locations.

Physical requirements include: endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Ability to lift 30 – 50 pounds. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the dirt, sun, heat and varying weather conditions and animals such as bugs, snakes, bats, etc.