

RESPONSIBLE TO: Support Staff Team Leader

RESPONSIBILITY: To achieve the camp goals with major responsibilities in caring for the physical needs of staff and campers and maintaining a clean and healthy medical facility. Report to the support staff team leader regularly. Assist camp director in other areas of camp organization as requested.

MINIMUM QUALIFICATIONS:

- Must be 18 years and older
- Must have a current New York State license as a registered nurse, EMT, physician assistant, or doctor
- Must have current certification in First Aid and CPR in an acceptable program as defined in subdivision 7-2.2(m) and 7-2.2(n) of the NYSDOH Children's Camp Code.
- Must have spiritual and emotional maturity
- Must agree with the Spiritual Standard and Statement of Faith

ESSENTIAL FUNCTIONS:

1. Provide health care to meet individual needs of camp staff and campers.
 - a. Collaborate with other medical staff to meet medical needs.
 - b. Follow health care policies/procedures as described in the Standing Orders and Health Care procedures.
 - c. Ensure a staff orientation session is delivered on medical services and staff role in health care and first aid.
 - d. Prepare medications and supply instructions for out-of-camp trips.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
 - a. Set up the camp dispensary and medicine cabinet.
 - b. Inventory and request all necessary medical supplies and equipment.
 - c. Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.
 - d. Ensure supplies are well stocked and distributed as needed.
3. Maintain accurate and detailed medical records according to NYSDOH regulations and ACA standards.
 - a. Ensure staff and camper health forms are current and on file.
 - b. Prepare and utilize daily medical log for treatment and medications.
 - c. Prepare and record insurance and accident/incident report forms for NYSDOH and ACA.
4. Oversee screening all campers and staff who are arriving and departing camp.
 - a. Orient and supervise staff who are conducting portions of the screening.
 - b. Verify health history and examination.
 - c. Verify emergency authorization.
 - d. Identify any observable evidence of illness or communicable diseases.
 - e. Conduct a health assessment.
 - f. Keep all medications used by campers.
 - g. Store medications used by staff living in camper living areas.
5. Supervise sanitary conditions throughout camp.
 - a. Inspect camper cabins/tents and washhouses daily for cleanliness.
 - b. Report any health problems or symptoms of illness to the Camp Director.

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 maintain written record system.
- Ability to quickly get to remote locations on camp property over uneven terrain.
- Ability to observe and assess sanitation and safety conditions of the camp.
- Ability to communicate with parents, staff, and administration about camper health concerns in person and by phone.
- Possess endurance to meet emergency needs.
- Ability to drive off-camp to health provider, physician, or emergency treatment locations.

OTHER JOB RESPONSIBILITIES:

- Participate in team and all-staff meetings
- Contribute to a positive spirit of cooperation with other staff members
- Assist in other camp duties as requested by team leader or director
- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your team leader