



Job Title: Health Care Director/Physician or Nurse

Reports to: *Executive Directors*

Classification: *Exempt (Seasonal)*

Compensation: *Salary negotiable including free or reduced kamp registration for child(ren) during term of employment (1 to 7 weeks) plus room and board.*

Position Purpose:

To further the mission of Vanderkamp by overseeing the health and safety of campers and staff. Ensuring compliance with health and safety plan submitted to Oswego County Health Department and American Camp Association standards pertaining to health and safety.

Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers.
 - ♦ Collaborate with other staff to meet medical needs.
 - ♦ Follow health care and treatment policies/procedures as described in the health and safety plan submitted and approved by the Oswego County Health Department and in accordance with American Camp Association standards.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
 - ♦ Set up the camp Health Center.
 - ♦ Inventory medical supplies and submit purchase orders to the Executive Directors for all necessary medical supplies and equipment to arrive in a timely manner.
3. Maintain accurate and detailed medical records according to NY State and American Camp Association Standards.
 - ♦ Ensure staff and camper health examinations are current and on file in Camp Doc health management software.
 - ♦ Utilize daily medical log for treatment and medications in Camp Doc.
 - ♦ Prepare and record insurance and accident report forms in Camp Doc.
 - ♦ Review treatment records for patterns suggesting risk management concerns and communicate concerns to Executive Directors.
4. Oversee First Aid procedures and supplies.
 - ♦ Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, 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.
 - ♦ Provide or ensure orientation is provided that includes standing orders, clinic hours, specific camper health and social needs, health center procedures, emergency procedures, growth and development of age groups, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition, and first aid in the camp setting.
6. Screen all campers and staff arriving and departing camp.
 - ♦ Verify health history and examination.
 - ♦ Verify emergency authorization.
 - ♦ Identify any observable evidence of illness or communicable diseases. Communicate findings or concerns to Executive Directors.

- ♦ Conduct a health assessment.
 - ♦ Keep all medications used by campers and staff secured.
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.
 - ♦ Conduct daily inspections of living areas for health and sanitation concerns. Report concerns and findings to Executive Directors.

Other Job Duties:

- ♦ Provide leadership regarding the camp's risk management policies and procedures.
- ♦ Supervise and evaluate first-aid treatment by other camp staff.
- ♦ 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 service procedures and resources.
- ♦ Participate in staff meetings
- ♦ Contribute to the camp community by providing assistance in all aspects of camp life/operations including programming, facility, health services, and dining services as requested.
- ♦ Be a role model to campers and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Do not take exception to the rules because you are staff (e.g., eating in living unit).
 - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
 - ♦ Set a good example in demonstrating care and respect for the facility, environment, and equipment by taking due care and cleaning up after oneself.
 - ♦ Demonstrate a positive attitude in the face of change or adverse circumstances (e.g., weather cancelation of desired activity).
 - ♦ Demonstrate Christian principles of love, peace, and acceptance. "Be the change you would like to see in the world."
 - ♦ Share personal faith journey with campers in manner developmentally appropriate to their needs and abilities.

Relationships:

- ♦ Reports directly to Executive Directors, including any facility concerns pertaining to health and safety. May be asked to complete work orders if appropriate.
- ♦ Works with Assistant Camp Director to resolve health and safety concerns related to staff and camper behavior in living areas.
- ♦ Works with Program Director to resolve health and safety concerns related to programming.
- ♦ Works with Waterfront/Aquatics Director to resolve health and safety concerns related to waterfront or lake activities.
- ♦ Works with Farm Manager to resolve health and safety concerns related to camper and staff involvement with community garden and farm animals.
- ♦ Works with Maintenance Assistant and Housekeeping to resolve facility concerns as directed by the Executive Directors, including sanitation.
- ♦ Works closely with Counselors to ensure campers receive medications and treatment as scheduled or required.
- ♦ Works with Counselors to ensure campers maintaining sufficient personal hygiene regimen.

- ♦ Works with Counselors to monitor and address behavioral issues related to diagnosed or suspected illness or condition.
- ♦ Works with Kitchen Manager to ensure sanitation upheld pertaining to food service.

Equipment Used:

- ♦ Health Center located on first floor of Resurrection Lodge provides private entrance, infirmery beds, secure cabinet for medication storage, shelving for medical supplies
- ♦ Basic medications: acetaminophen, ibuprofen, antacids, diphenhydramine, and the like.
- ♦ Bandaging and splinting supplies: Band-Aids, triangular bandages, sterile gauze pads, athletic and waterproof tape, peroxide, alcohol swabs, antibiotic ointment, and the like.
- ♦ Biohazard disposal bags
- ♦ Latex and nitrile gloves
- ♦ Basic first-aid tools: scissors, tweezers, tick removers, and the like.

Qualifications: (Minimum Education and Experience)

- ♦ Minimum 25 years of age
- ♦ Physician, Physician Assistant (PA), Registered nurse (RN), or Licensed Practical Nurse (LPN) with current credentials as required by NY state law.
- ♦ Adult and Pediatric CPR and AED certified.
- ♦ Current First aid certification and experience in first aid and emergency management.
- ♦ Experience in both pediatric and adult illness/injury care.
- ♦ Desire to work with children and young adults.
- ♦ Community health knowledge.
- ♦ Experience working with people of differing physical and developmental abilities preferred.
- ♦ Must submit health history record and examination form 10 days prior to first day of work.

Knowledge, Skills, and Abilities:

- ♦ Understand the development needs of youth. Professional education or training preferred.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Experience working with people of differing physical and developmental abilities preferred.
- ♦ Willingness to live and work in a camp setting, working irregular hours.

Physical Aspects of the Job:

- ♦ Ability to lift 50 lb. and carry for short distances
- ♦ 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 and hand-held radio.
- ♦ Maintain records in Camp Doc, a camp health management software 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 communicate and work with children ages 7 (+) and adults, providing necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior and assess its appropriateness, ability to assess and proactively avert risk management threats, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques in accordance with camp philosophy and policies.

- ♦ Ability to observe staff behavior and assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to human, environmental, and other hazards related to the activity.
- ♦ Eye-hand coordination and manual dexterity to manipulate equipment and provide first-aid, CPR, and AED.
- ♦ Normal range of hearing/eyesight to observe, record, prepare, and communicate appropriate camper and staff behavior related to health, safety, risk management, and hygiene.