

## **Camp Bristol** ***Job Description***

Job Title: **Health Care Staff – Nurse or EMT**  
Classification: **Nonexempt (Seasonal)**  
Reports to: **Camp Director**  
Contract Period: **June 18 – August 14 (8 Weeks)**  
Weekly Pay: **\$600.00 (Room and Board included)**

### Position Purpose:

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

### Qualifications: *(Minimum Education and Experience)*

- ♦ Registered nurse (RN) or EMT with a license as required by that New York state law.
- ♦ CPR certified.
- ♦ Current First aid certification and experience in first aid and emergency management.
- ♦ Current and valid Driver's license.
- ♦ Experience in both children and adult illness/injury care.
- ♦ Desire to work with children and young adults.
- ♦ Community health knowledge.
- ♦ Attend and participate actively in staff-week training (provided at camp)
- ♦ Clearance through the Sex Offender Registry and Criminal Background Check
- ♦ Must submit health history record and examination form prior to first day of work.

### Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers.
  - ♦ Collaborate with other medical staff to meet medical needs.
  - ♦ Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
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 and order all necessary medical supplies and equipment.
3. Maintain accurate and detailed medical records according to New York 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, 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. 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.

7. Screen all campers and staff who are arriving and departing camp.
  - ♦ Verify health history and examination.
  - ♦ Verify emergency authorization.
  - ♦ Identify any observable evidence of illness or communicable diseases.
  - ♦ Conduct a health assessment and lice check.
  - ♦ Keep all medications used by campers and staff.
8. 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.
- ♦ 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.
- ♦ Provide guidance and support in the camp clean-up at the end of each week.

#### 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.

*Some physical requirements of a Health Care Staff position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals as well as bugs, snakes, bats, etc.*