

JOB DESCRIPTION Health Officer (Nurse)

PURPOSE: To provide first aid and medical attention to campers, staff, and guests while on-site during camp.

RESPONSIBLE TO: Program Coordinator and the Camp Advisory Board

QUALIFICATIONS:

1. Be a committed Christian with a dedication to Christ and His church
2. Be at least 18 years of age
3. Must complete a Background Check and fill out all necessary forms.
4. Must hold a current certification for one of the following: Health Officer, EMT, RN or LVN
5. Willing to fulfill each of the responsibilities listed below
6. Have experience serving at a church camp, or a church ministry or working with children
7. Be willing to follow the Program Coordinator's leading and do whatever they require to carry out the camp
8. Be fully committed to the staff and campers at the camp and be willing to put forth my very best effort in this position to make it the best possible experience for all involved

RESPONSIBILITIES:

1. Provide a current copy of certification held along with all completed employment paperwork to the Program Coordinator prior to camp starting.
2. Be present and participate at all pre-camp training sessions.
3. Arrive at camp prior to registration time on 1st day of camp to set up bedding in nurse's station. If you need to stay at an alternate location other than the nurse's station, this needs to be arranged with the Program Coordinator.
4. You will be issued a set of keys to all medical cabinets. Familiarize yourself with available medicines & first aid supplies kept on site and their location. Return keys to the Program Coordinator at the end of camp.
5. Be present at the registration/nurses table during registration time to go over each camper's medical form with parent/guardian to insure it is completed as required & signed before parents/guardians leave property.
6. Be present on camp site property for the entire duration of camp to respond to all first aid needs and any emergency situations that may arise. Note: If there is a time you cannot be on property for any reason, it will need to be cleared with the Program Coordinator so an alternate nurse can be hired as required to cover these times.
7. Carry any emergency required prescription meds (such as inhalers/epi pens) securely on your person in a backpack and be close to where campers are at all times, including travel away from camp if scheduled.
8. Be present at the swimming pool during each swim time to assist the lifeguard in overseeing the pool time safety and complete the required swimming test results forms for campers & issue bracelets to campers after taking the swim test. Program Coordinator will provide necessary forms & bracelets at the beginning of each camp.
9. Complete required forms for each incidence of any medications administered and document the details of all incidents where first aid was administered. Program Coordinator will provide forms that you will need to fill out at the beginning of camp, keep these secured in medical cabinet.
10. Notify Program Coordinator of any required medical supplies that are running low promptly so they can be replenished.
11. Be present at the Nurse's check out table on last day of camp as campers are checking out to return their medications to the parent/guardian until all campers check out time is completed.