

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: Health Center Assistant– Seasonal Exempt

Salary: \$400-\$425/week

Reports directly to the Health Director, Nurse, and Summer Camp Director.

JOB OVERVIEW:

Assists the Nurse and/or the Health Director with assessing and addressing the physical and mental health needs of campers and staff. This role involves administering first aid, treating injury and illness, monitoring health and sanitation, and reviewing/maintaining confidential medical histories of both campers and staff. Open and confidential communication with camper families/guardians, the medical staff and the camp management team is essential. Medical staff are expected to be welcoming and polite, ensuring a safe environment for everyone.

RESPONSIBILITIES:

Prior to the start of camp:

1. Review standing orders and Section IV. Medical Requirements of the camp safety plan with Health Director.
2. Participate in annual training with Health Director. (Including but not limited to expectations regarding scheduling, medication administration, emergency procedures, electronic medical records (CampMinder), incident report filing and parent/guardian contact).

While camp is in session:

1. Monday Shift: Assist the medical staff in making necessary contact with camper parent/guardian and/or pertinent medical provider(s) to remedy missing camper immunization and medication forms.
 - a. All health history forms and immunization records for resident campers must be complete by 5:00pm Monday.
 - b. All health history forms and immunization records for day campers must be complete by 9:00am Tuesday.
2. Upon arrival for shift, check AED, jump bags and other medical equipment.
3. Assist in keeping the Health Center clean and stocked.
4. Assist the Nurse with various tasks (i.e., organizing, paperwork, follow-up phone calls etc.).
5. Attend the daily staff meeting. Inform counselors about health and wellness concerns that have been identified and advise them on cautionary actions and practices to help mitigate adverse effects to campers and staff.
6. When necessary, administer medications and treatments in accordance with parent and/or physician's standing orders and properly record in electronic medical records (CampMinder) and/or incident report.
 - a. Immediately report any injuries or illnesses that will require emergency treatment from hospital or other medical facility to the Camp Director and Head Counselor.
 - b. Promptly report all camper Health Center admissions to the appropriate staff member.
 - c. Promptly report all staff Health Center admissions to the Head Counselor.

7. When necessary, transport campers/staff to hospital or other medical facility.
8. Pick-up Day Responsibilities:
 - a. Return camper medications to parent/guardian.
 - b. Answer parent questions regarding their camper's health and treatment(s) during the week.
 - c. Clean and re-set the Health Center for Sunday drop-off.
 - d. Ensure that staff have taken any needed medication for the weekend.
9. Other duties as directed.

OTHER:

- If live-in staff, maintain clean safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code (Standards and Codes will be provided in a binder and taught).
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Current certificate in an acceptable first aid training program as specified in Section 7-2.2(m). [ex. Advanced First Aid] Visit: <https://www.health.ny.gov/environmental/outdoors/camps/firstaid.htm> for a complete list of acceptable first aid certifications.
2. Current certificate in an acceptable CPR training program as specified in Section 7-2.2(n). [ex. CPR/AED for Professional Rescuers, BLS for Healthcare Providers]
Visit: <https://www.health.ny.gov/environmental/outdoors/camps/cpr.htm> for a complete list of acceptable CPR certifications.
Annual CPR recertification is required, regardless of expiration date on card
3. Valid driver's license preferred.
4. Experience or background in school, pediatric or public health nursing highly desired.
5. Possess excellent management and leadership skills.
6. Ability to adapt to new & changing situations.
7. Possess high moral character.
8. Have excellent communication skills.
9. Ability to relate and work well with children and staff.
10. Belief and commitment to camp's policies and philosophy.