

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2024)**

**POSITION: NURSE – Seasonal, Part-Time, Non-Exempt**

**Seasonal, Full-Time, Exempt**

Salary Range: Starting at \$25-\$30/hour (Part-time, Non-Exempt)

Salary Range: \$1500/week (Full-time, Exempt)

Reports directly to the Summer Camp Director

**JOB OVERVIEW:**

Collaborate with the Summer Camp Director, Health Director, and health center staff to ensure camper and staff health and safety. Review medical requirements and oversee medication administration, including scheduling and logging. Assess and administer treatment for both campers and staff, assist with parent communication regarding health forms and injuries. Maintain timely communication with the DOH, camp management, and ensure continuity of care. Additional responsibilities include guiding health center staff, assisting with medication returns on pick-up day, and keeping the Health Center clean and ready. Other duties may be assigned as needed.

**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 training with Health Director and health center staff. (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. Sunday Responsibilities:
  - a. During med check-in, review and verify exact treatment directions with parent/guardian and electronically log information in CampMinder.
  - b. After med check-in, assist in preparing weekly medication sheet and tickets.
  - c. If assigned, pour, and pass night medications.
2. Monday Responsibilities:
  - a. Assist health center staff in making necessary contact with camper parent/guardian and/or pertinent medical provider(s) to remedy missing camper immunization and medication forms.
    - i. All health history forms and immunization records for resident campers must be complete by 5:00pm Monday.
    - ii. All health history forms and immunization records for day campers must be complete by 9:00am Tuesday.
3. Administer medications and treatments in accordance with parent/guardian and physician's order and properly recorded in electronic medical records (CampMinder) and/or incident report.

4. Notify parent/guardian if a camper has sustained an injury and/or illness that will require them to either be picked up or be transported for emergency treatment from a hospital or other medical facility.
  - a. Immediately report (or assign a medical staff proxy to report) any injuries or illnesses that will require emergency treatment from hospital or other medical facility to the Summer Camp Director.
5. As directed by the Head Nurse, report all camper and staff injuries or illnesses listed in NYSDOH Section 7-2.8(d) to the NYSDOH within 24 hours.
  - a. In absence of EMT, promptly report all camper Health Center admissions to the appropriate staff member.
6. Promptly report all staff Health Center admissions to the Head Counselor.
7. Relay all pertinent medical information regarding camper ailments and treatments to their parent/guardian in a timely manner.
8. Print medication sheets, distribute scheduled medications at appropriate time and “sign off” before the conclusion of shift.
  - a. Prior to administration, verbally confirm with each camper that they recognize and are receiving their correct medication.
    - i. If a camper does not recognize their medication, confirm with the signed medication form and prescription bottle before proceeding.
    - ii. If a camper refuses their medication, under no circumstances should they be forced or coerced to take them. Make note of the refusal and follow up with parent/guardian at the earliest opportunity.
9. Ensure continuity of care by following the established system of communication.
10. Guide, instruct and manage the health center staff on duty.
11. Pick-up Day Responsibilities:
  - a. Assist in
    - i. Returning camper medications to parent/guardian.
    - ii. Answering parent/guardian questions regarding their camper’s health and treatment(s) during the week.
    - iii. Cleaning and re-setting the Health Center for Sunday drop-off.
    - iv. Ensuring that staff have taken any needed medication for the weekend.
12. Other duties as directed.

**OTHER:**

- Abide by and enforce all Camp Stella Maris policies and regulations.
- 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. Registered Nursing Degree and active license to practice in NYS.
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. Current certificate in an acceptable first aid training program as specified in Section 7-2.2(m). [ex. Advanced First Aid, EMT-Basic] highly desired.  
*Visit: <https://www.health.ny.gov/environmental/outdoors/camps/firstaid.htm> for a complete list of acceptable first aid certifications.*
4. Experience or background in school, pediatric or public health nursing highly desired.
5. Proven ability to adapt to new situations.
6. Possess high moral character.
7. Have excellent communication skills.
8. Ability to relate well with children and staff.
9. Strong knowledge in the following computer programs:
  - a. MS Word
  - b. MS Excel
  - c. Camp Management Software (CampMinder)