

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Health Centre Assistant

REPORTS TO: Health Centre Supervisor / Registered Nurse

JOB SUMMARY

To work in conjunction with the Health Centre Supervisor and the Camp Directors to ensure the health and well being, and meet the health needs, of all campers and staff. To promote optimum physical and emotional health among campers and staff. To provide leadership within the Camp Towhee Health Centre, and work to prevent, or treat illness and injuries of campers and staff. To ensure the appropriate organization and effective operation of the Health Centre, including proper care for all equipment and supplies. To provide appropriate staff training sessions which focus on prevention, and the promotion of healthy lifestyles. To provide "health teaching" for campers during their stay at camp. To adhere to, and interpret to all staff and campers the policies, practices, and procedures of Camp Towhee, and to act as a positive role model at all times.

DUTIES AND RESPONSIBILITIES

1) HEALTH:

Work with the Health Centre Supervisor to:

- ensure that all campers have participated in a health check (as outlined on the Health Screening Form) upon arrival
- ensure that any communicable diseases or serious conditions of campers, staff, or the camp environment are reported to the Camp Director immediately, and that appropriate and timely action is taken to safeguard all campers and staff.
- ensure that all medications are turned in to the Health Centre to be locked up
- ensure that appropriate Health Centre hours are developed and are consistent with the camp schedule
- ensure that campers and staff are provided with medical care in case of illness, and first aid in case of accident
- ensure that all medications (prescription and over the counter) are dispensed to campers and staff in a responsible manner as required
- ensure that campers and staff visit the on-call Doctor as required, and only when necessary (*only the Health Centre Supervisor may decide when a camper should be seen by the Doctor)
- ensure that campers and staff are transported to the nearest hospital as required and only when necessary (*only the Health Centre Supervisor may make this decision, when the Doctor is unavailable, or in the case of a medical emergency)
- contact parents of campers who are taken to the Doctor or hospital, and keep the Health Centre Supervisor and the Camp Director informed of these communications
- ensure that all staff and campers are familiarized with Health Centre services
- ensure that each camper receives a medical check prior to departing for and upon return from any overnight trips off camp property
- ensure that all early departing campers receive a medical check prior to being taken home

2) SAFETY:

Work with the Health Centre Supervisor and the Camp Directors to :

- ensure that all staff and campers thoroughly understand fire regulations, emergency procedures and safety and risk management policies and guidelines of the camp

- ensure that all equipment, facilities, and property is appropriately maintained, and report any damage or safety hazards
- ensure that all staff and campers are clear about, and abide by Camp Towhee policies as they relate to the use of alcohol, non-prescription drugs, violence, physical/verbal abuse, discrimination and harassment
- ensure that all camp first aid kits are well stocked at all times

3) STAFF TRAINING:

Work with the Health Centre Supervisor and the Camp Directors to:

- plan, coordinate and implement staff training sessions that are focused on health promotion, prevention, and healthy lifestyles
- give a "health talk" for staff during pre-camp, and ensure that all staff are familiarized with Health Centre services
- work with individuals who require extra support or education in self care and responsibility for their own health

4) SUPERVISION

Receive supervision and support by:

- meeting daily with the Health Centre Supervisor for feedback
- integrate feedback into practice
- seeking out direction from your supervisor whenever you are unsure or unclear about anything
- being an active member of the Program Team, giving input and suggestions and problem solving

5) CAMPER EDUCATION AND SUPPORT:

Provide appropriate support to campers by :

- listening to their concerns, following up on all requests in a timely manner, and maintaining appropriate professional boundaries
- working with individuals who require extra support/education on personal health related matters
- providing health promotion activities for campers wherever/whenever possible, including posters in dining rooms and program areas, theme day activities, special meals, etc.

6) DOCUMENTATION:

Work with the Health Centre Supervisor to:

- maintain accurate medical records and inventories
- ensure all forms and reports are accurately completed and within the guidelines of the camp.
- ensure all accidents, illnesses or incidents of a serious nature are reported to the Camp Directors and documented immediately
- maintain confidentiality of all medical records within the guidelines of the camp and Integra

7) OTHER RELATED DUTIES:

- Work as part of the overall Camp Towhee staff team to plan special events, and discuss camp issues.
- Perform all other related duties as assigned by the Health Centre Supervisor, or Camp Directors.

NB 120309