

Camp Towhee

SUMMER STAFF JOB DESCRIPTION

Position: Health Centre Assistant

Reports to: Health Centre Supervisor

JOB SUMMARY

Work in conjunction with the Health Centre Supervisor and the Camp Directors to ensure the health and wellbeing, and meet the health needs, of all campers and staff. Assist in the promotion of optimum physical and emotional health among campers and staff. Work with the Health Centre Supervisor to prevent, or treat illness and injuries of campers and staff. Ensure the appropriate organization and effective operation of the Health Centre, including proper care for all equipment and supplies. Provide appropriate staff training sessions which focus on prevention, and the promotion of healthy lifestyles. Provide health teaching for campers during their stay at camp as needed. 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

Health

Assist the Health Center Supervisor in the following duties:

- Ensure that all campers have participated in a health check 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 camper medications are turned into the Health Centre to be locked up and that staff medication is locked up in staff quarters or brought to the Health Centre to be locked up
- Develop appropriate Health Centre hours that are consistent with Camp time schedules
- Provide campers and staff medical care in case of illness, and first aid in case of accident
- Dispense all medications (prescription and over the counter) to campers and staff in a responsible manner as required
- Ensure that campers and staff visit the Doctor on call as required, and only when necessary (only the Health Centre Supervisor, Health Centre Assistant or Camp Director 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 Health Centre Supervisor, Health Centre Assistant or Camp Director 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 Camp Director informed of these communications
- Familiarize staff and campers with Health Centre services
- Provide each camper with a medical check prior to departing for and upon return from any overnight trips off camp property

Safety

Assist the Health Center Supervisor in the following duties:

- 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 Health Centre equipment, facilities, and property are appropriately maintained, and report any damage or safety hazards
- Ensure that all camp and out trip/day trip first aid kits are well stocked at all times

Staff Safety and Supervision

- Work Health Centre Supervisor to plan, coordinate and implement staff training sessions that are experientially based, and ensure the preparedness of all staff for their work with campers

- Prepare and facilitate a discussion or workshop for staff during pre-camp, and ensure that all staff are familiarized with Health Centre services
- Provide ongoing health promotion sessions for staff as needed
- Work with individuals who require extra support or education in self-care and responsibility for their own health
- Receive supervision and support by meeting daily with the Health Centre Supervisor for feedback
- Integrate feedback into practice in a timely and professional way
- Seek out direction from Health Centre Supervisor whenever you are unsure or unclear about anything
- Act as an active member of the Health Centre Team, giving input and suggestions and problem solving

Camper Education and Support

- Listening to camper concerns, follow up on all requests in a timely manner, and maintain appropriate professional boundaries
- Work with campers who require extra support/education on personal health related matters
- Provide health promotion activities for campers wherever/whenever possible, including health related workshops, posters in dining rooms and program areas, theme day activities, special meals, etc.
- Work with Counsellors and Counsellor Supervisors to support campers with somatic complaints

Documentation and Other Duties

- 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 Director and documented immediately
- Maintain confidentiality of all medical records within the guidelines of the camp and Integra
- Perform all other related duties as assigned by the Camp Director designate.