

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Health Centre Supervisor / Registered Nurse

REPORTS TO: Camp Director

POSITIONS SUPERVISED: Health Centre Assistant

JOB SUMMARY

To work in conjunction with the Camp Director and Assistant Camp Director to ensure the health and well being, and meet the health needs, of all campers and staff. To provide leadership, coordination and supervision of the Camp Towhee Health Centre, and ensure that the needs of the Health Centre Assistant are met. To coordinate the ordering and purchasing of Health Unit supplies, and ensure that the stock of supplies is well maintained. To schedule time off for the Health Centre Assistant, and ensure coverage in the Health Centre during her/his absence. 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 all times.

DUTIES AND RESPONSIBILITIES

1) HEALTH:

Work with the Camp Director, Assistant Camp Director and Health Centre Assistant to:

- 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 medications are turned in to the Health Centre to be locked up
- ensure that appropriate Health Centre hours are developed and are consistent with Camp time schedules
- 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 Doctor on call as required, and only when necessary (*only the Health Centre Assistant or the Health and Wellness Co-ordinator 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 Assistant or the Health and Wellness Co-ordinator 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
- 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 Camp Director, Assistant Camp Director, and Health Centre Assistant 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 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 Camp Director and Assistant Camp Director to:

- plan, coordinate and implement staff training sessions that are experientially based, and ensure the preparedness of all staff for their work with campers
- give a "health talk" for staff during pre-camp, and ensure that all staff are familiarized with Health Centre services
- provide ongoing health promotion sessions for staff
- work with individuals who require extra support or education in self care and responsibility for their own health

4) STAFF SUPERVISION:

Provide supervision to the Health Centre Assistant by:

- meeting daily to provide feedback and support
- evaluating him/her orally on a regular basis, and in writing during each session
- giving positive reinforcement and keeping up staff morale
- ensuring that she/he abides by all camp policies and practices
- coordinating days off and communicating these to the Camp Director
- ensuring there is adequate coverage during the Health Centre Assistant's day off or in case of illness
- being a positive role model and giving proper leadership and direction to the Health Centre Assistant

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 health related workshops, posters in dining rooms and program areas, theme day activities, special meals, etc.

6) DOCUMENTATION:

Work with the Health Centre Assistant 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

7) OTHER RELATED DUTIES:

- Work as part of the Senior Staff Team to plan special events, and discuss camp issues.
- Perform all other related duties as assigned by the Camp Director or Assistant Camp Director.

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