

# **Camp Towhee**

## **SUMMER STAFF JOB DESCRIPTION**

**Position:** Health Centre Supervisor

**Reports to:** Camp Director

**Positions Supervised:** Health Centre Assistant

### **JOB SUMMARY**

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. Provide leadership, coordination and supervision of the Camp Towhee Health Centre, and ensure that the needs of the Health Centre Assistant are met. Coordinate the ordering and purchasing of Health Unit supplies, and ensure that the stock of supplies is well maintained. Schedule time off for the Health Centre Assistant, and ensure coverage in the Health Centre during her/his absence. Provide appropriate staff training sessions which focus on prevention, and the promotion of healthy lifestyles as assigned by Camp Director. 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 all times.

### **DUTIES AND RESPONSIBILITIES**

#### **Health**

- 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**

- 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 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

- 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 the Camp Director for feedback
- Integrate feedback into practice in a timely and professional way
- 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
- Provide positive reinforcement to staff and help to keep up general staff morale
- Ensure that the Health Centre Assistant abides by all camp policies and practices
- Coordinate days off for Health Centre staff, and communicating these to the Camp Director
- Ensure there is adequate coverage during the Health Centre Assistant's day off or in case of illness
- Provide proper leadership and direction to the Health Centre Assistant, and be a positive role model

#### **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 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
- 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 designate.