Amigo Centre

JOB DESCRIPTIONS

Summer Staff

Health Officer

The is the camp nurse and responsible for maintaining and administering medication as well as handling any injuries and medical emergencies.

Requirements:

1. Must be one of the following; a licensed physician, RN, LPN, EMT, a licensed medical first responder, or currently certified by the American Red Cross or equivalent in Advanced First Aid (Health Care Provider Certificate) and CPR. and have clinical experience.
2. Must be at least 18 years of age.
3. Must be able to maintain accurate records of treatments and injuries.
4. Must be neat and thorough, patient, and gentle.
5. Must be able to carry out job independently and make sound health care decisions.

Duties and Responsibilities:

1. Physical Responsibilities
    a. Participate in the Leadership Team.
    b. Be familiar with route to doctor's office and Sturgis Hospital.
    c. Screen all campers upon arrival and departure.
    d. Communicate all relevant medical information with other staff.
    e. Communicate all relevant information with camper parents.
    f. Collect and retain in locked facilities all medication (prescription and over-the-counter) for staff and campers for duration of stay at camp, unless medically contraindicated.
    g. Dispense medication and/or provide first aid as needed.
    h. Maintain all medical inventory including first aid kits.
    i. Maintain a clean, attractive, organized infirmary.
    j. Assist in orienting staff to emergency procedures and basic first aid.
    k. Assist in encouraging campers and comforting homesick campers.
    l. Assist on traveling trips, if applicable.
    m. Be on camp property 100% of the time campers are at camp. Arrange for coverage when not on camp property (ie: taking camper to doctor's office).
    n. Give opinion in regards to safety/health matters to Youth Program Director or Executive Director.
2. Legal Responsibilities
    a. Maintain all current health records, including health history for staff and campers.
    b. Be current on state health care requirements.
    c. Maintain current health care standing orders.
    d. Fill out Incident Report forms in the event of an injury or questionable situation.
    e. Report any signs of child abuse directly to Youth Program Director, keeping the information confidential.

Starting Pay: $275/week stipend

Focus on camper health and well-being
Accountable to Youth Program Director
Revised 03/26 CE

Employee Signature:_____ Employer Signature:_____