

POSITION: Health Officer

RESPONSIBLE TO: Director and Camp RN or
Physician

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- i. Must be 18 years of age minimum.
- ii. Current certification in first aid and CPR by nationally recognized certifying body.
- iii. Experience with children and youth desirable.
- iv. Ability to maintain records of all persons served in health facility.
- v. Desire to work and live in a camp community.

ESSENTIAL FUNCTIONS:

- i. Ability to administer first-aid
- ii. Ability to observe and evaluate the unwell
- iii. Ability to communicate with care and confidence
- iv. Ability to assist in other areas as needed/directed by Director
- v. Well-organized and good attention to detail
- vi. Ability to distribute medicines and care in an organized and safe manner

GENERAL RESPONSIBILITIES:

To be the Camp Health Care Officer under direction of Camp Nurse or Licensed Physician responsible for health care and first aid of campers and staff on a 24-hour basis for campers and staff. Maintain records according to camp policy and state regulations and ACA guidelines. Be in contact daily with the Camp Nurse or Doctor.

SPECIFIC RESPONSIBILITIES:

- i. Maintain adequately stocked and rotated first-aid supplies for first aid kits in Health Care Center, belt-packs, and remote stations throughout the camp
- ii. Assist Camp RN or Licensed Physician in health screening at registration.
- iii. Maintain complete medical logs/records
- iv. As instructed by Camp RN or Licensed Physician:

- v. Inform/educate staff of specific & special camper needs (alert food service staff of food allergies)
- vi. Secure and dispense medication to campers
- vii. Maintain written record of medications taken and return unused medications to parents at the end of the Camp session
- viii. Provide continual supervision to campers or staff in Health Care Center.
- ix. Notify parents as appropriate in consultation with Director, Camp RN or Licensed Physician
- x. Inform Camp RN or Licensed Physician of any pertinent issues/actions occurring daily
- xi. Ensure that all medications are locked up in the Health Care Center
- xii. File health information records as directed
- xiii. Attend and participate in staff meetings.
- xiv. Maintain temperature chart of the refrigerator in the Health Center under Health Department regulations

- xv. Submit accident and incident reports to the Directors in a timely manner so that they can be to the Worthington office within 24 hours of the incident or accident.
- xvi. Other duties and responsibilities as may be assigned by Supervisor or Director.