

# **Camp Arbutus Hayo-Went-Ha**

## **Health Officer**

### **Job Description**

#### **Desired Qualifications**

- \* Licensed registered nurse (or appropriate training as approved by the camp physician)
- \* Training and experience in working with children
- \* Ability to work well with others at camp
- \* Ability to originate, update, and/or monitor health care, maintain records, and implement the health care program
- \* Current CPR and first aid certifications
- \* Desire to work and live in a camp community

#### **Responsible to**

Camp Director

#### **Camp Goals/Mission**

The mission of YMCA Camp Arbutus Hayo-Went-Ha is to create a community that affords each individual camper and staff member the opportunity to develop her leadership and communication skills, while growing mentally, physically and spiritually through teamwork, self challenge and positive motivation.

#### **General Responsibilities**

To be the health manager for the camp; supervise health and cleanliness standards; work with camp director and staff; and help provide adequate physical health conditions for all.

#### **Specific Responsibilities**

1. Ensure each staff member and camper has on file a health history and examination form, as required
2. Participate in and lead specific areas of staff training pertaining to camp health and safety, CPR, first aid, and use of universal precautions for infection control
3. Set up system for health screening for arriving campers and staff, as well as a system for screening for trips out of camp
4. Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies
5. Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders
6. Coordinate coverage of the Health Center
7. Post hours for daily medications and health call
8. Make appointments, when necessary, with medical/dental personnel in the community
9. Check and issue first aid kits
10. Keep accident/incident reports that can be used for risk-management assessment
11. Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problem, and make recommendations for the following season
12. Monitor health of all staff including support staff
13. Monitor/evaluate camp procedures, facilities, and conditions and suggested modifications that would create more healthful conditions at camp
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

#### **Essential Functions**

The Health Officer needs to communicate effectively to enforce safety regulations, must be able to drive to Doctor or emergency treatment locations; lift/assist campers or staff; read prescriptions and health exams from physicians; get to remote locations of camp quickly; use telephone; observe and assess unsanitary or unhealthy conditions of camp