

Camp Krem

Job Description

Job Title: Registered Nurse
Reports to: Program Directors

Position Purpose: Responsible for overseeing the health and safety of campers and staff.

Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers.
 - ♦ Abide by camp's healthcare policies and procedures
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
 - ♦ Set up the camp Health Center.
 - ♦ Inventory and order all necessary medical supplies and equipment.
3. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
 - ♦ Ensure staff and camper health examinations are current and on file.
 - ♦ Prepare and utilize daily medical log for treatment and medications.
 - ♦ Prepare and record insurance and accident report forms.
4. Oversee First Aid procedures and supplies.
 - ♦ Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, pool, activity areas, out-of-camp trips.
 - ♦ Ensure supplies are well stocked and distributed as needed.
5. Ensure a staff orientation session is delivered on medical services.
 - ♦ Ensure camp staff and campers know their role related to health care and first aid.
 - ♦ Provide or ensure orientation is provided that includes standing orders, specific camper health and social needs, health center procedures, emergency procedures, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition, and first aid in the camp setting.
6. Screen all campers and staff who are arriving and departing camp.
 - ♦ Verify health history and examination.
 - ♦ Verify emergency authorization.
 - ♦ Identify any observable evidence of illness or communicable diseases.
 - ♦ Conduct a health assessment.
 - ♦ Keep all medications used by campers and staff.
7. Supervise sanitary conditions throughout camp.
 - ♦ Observe daily cleanliness in the food service facility and other areas throughout camp.
 - ♦ Report any health problems or symptoms of illness to the Program Directors.

Other Job Duties:

- ♦ Assist with various other administrative duties as assigned by Directors.
- ♦ Provide leadership in the camp's risk management program.
- ♦ Supervise Nurse Assistant

- ♦ Be responsible for contacting parents concerning the status of their child's health by telephone if necessary.
- ♦ Abide by all camp policies and procedures.
- ♦ Complete and submit all paperwork as required within designated time frames.
- ♦ Communicate and interact effectively with fellow staff members, administrative staff and campers, regardless of ability, race, creed, national origin, sexual identification or gender.
- ♦ Participate enthusiastically in camp activities when available.

Qualifications:

- ♦ Registered nurse (RN) with a license as required by California state law.
- ♦ CPR certified.
- ♦ Current First aid certification and experience in first aid and emergency management.
- ♦ Current driver's license and willingness to drive camp vehicles.
- ♦ Experience in both children and adult illness/injury care.
- ♦ Desire to work with children and adults with developmental disabilities.

Physical Aspects of the Job:

- ♦ Ability to lift/assist campers and staff.
- ♦ Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- ♦ Maintain written record system.
- ♦ Ability to quickly get to remote locations on camp property over uneven terrain.
- ♦ Observe and assess sanitation and safety conditions of the camp.
- ♦ Ability to communicate with parents, staff, and administration about camper health concerns.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Ability to drive to off-camp health provider, physician, or emergency treatment locations.