



How to Apply

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Sonya at sonya@prettylakecamp.org to receive application. Deadline May 16, 2023.

Job Title

Assistant Health Officer – Nursing Assistant

Responsible To

Camp Director, Health Officer

Summary

The primary purpose is to assist the Health Officer in the following duties: dispense medications, assess camper and staff illnesses & injuries, maintain records, and contribute to a safe and healthy camp environment.

Required Qualifications

1. Current certification in American Red Cross community first aid and CPR for the professional rescuer or American Heart Association BLS Healthcare Provider.
2. American Red Cross Responding to Emergencies Certification or Michigan Camp Health Officer Training.
3. 18 years of age or older.
4. Ability to live on-site.
5. Sufficient visual, auditory, communication and cognitive abilities to accept direction, lead and communicate with campers and staff utilizing the health center.
6. Valid Driver's License.

Preferred Qualifications

1. Experience in working with children.
2. Experience in nursing or related field of health care.
3. Leadership experience.

Essential Functions

1. Ability to read and write to originate, update and monitor health care records and to follow the treatment guidelines and health service policies as written.
2. Ability to communicate effectively with campers, staff, and guardians.
3. Physical ability to stand for periods of time, lift up to 35 pounds, hear and see to assess and care for campers and staff, and to be active in a camp environment.
4. Ability to receive and follow general instructions, as well as respond to emergency situations.
5. Flexibility to deal with multiple patients and needs throughout the day.
6. Cognitive skills to work with supervising health care staff to meet the needs of all campers and staff.
7. Represent Pretty Lake Camp professionally at all times.
8. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
 - Contribute to a positive camp atmosphere by being respectful to others, the

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Camp and yourself.

- Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
- Cell phone use is permitted if there is an emergency, during two hour break period, or if preapproved by Camp Director.
- Abide by all policies and procedures in the staff code of conduct.

Specific Responsibilities

1. Be dressed professionally and ready to greet parents, guardians and campers on arrival and departure day.
 2. Assist with camper supervision and program activities.
 3. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
 4. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
 5. Perform skills consistent with written procedures and protocols as directed in the treatment guidelines and health service policy.
 6. Administer medications and treatments as prescribed by the physician and as directed by Healthcare Officer and to document on the Medication Administration Record.
 7. Provide general health care and first aid treatment for injuries and illnesses as directed.
 8. Document all health care and first aid treatment for injuries and illnesses in the camper or staff treatment log with date, time, first and last name, cabin, health problem or concern (including location of problem), and health care provided (including medication provided with dosage).
 9. Perform physical assessment of campers in health screening process.
 10. Transport campers and staff to clinic or hospital for medical care as assigned.
 11. Restock supplies, first aid kits and other inventory needs as needed.
 12. Deliver and administer off-time medications as directed.
 13. Assist in maintaining accurate and professional medical records of all health care provided to campers and staff on paper as well as on the computer system.
 14. Maintain health center facilities in a clean and sanitary condition through proper cleaning and appropriate disease control measures.
 15. Report any medication errors, accidents or incidents to the supervising healthcare staff on duty or the Camp Director immediately.
 16. Submit weekly feedback form.
 17. Know when to ask for assistance and support fellow staff.
 18. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
 19. Assist with camp activities as needed.
 20. Review camper medical records as part of the pre-screening process.
 21. All other duties as assigned.
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Revised 10/21