



How to Apply

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Sonya at sonya@prettylakecamp.org to receive application. Deadline May 23, 2023.

Job Title

Health Officer

Responsible To

Camp Director

Summary

The primary purpose of the Health Officer is to dispense medications, assess camper and staff illnesses & injuries, maintain medical 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 and AED or American Heart Association BLS Healthcare Provider.
2. Current license to practice in Michigan as a Physician, Physician's Assistant, Nurse Practitioner, Registered Nurse, Practical Nurse, Emergency Medical Technician, Medical First Responder, or National Outdoor Leadership School Wilderness First Responder Certification, or American Red Cross Responding to Emergencies Certification.
3. Ability to work independently using treatment guidelines and health service policy manual.
4. 18 years of age or older.
5. Ability to live on-site.
6. Sufficient visual, auditory, communication and cognitive abilities to lead, supervise, and communicate with campers and staff utilizing the health center.
7. Valid Driver's License.

Preferred Qualifications

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

Essential Functions

1. Ability to read and write to originate, update and monitor health care records and to implement the treatment guidelines and health service policies.
2. Ability to communicate effectively with campers, staff, guardians and parents.
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 skill and ability to effectively care for and triage camper and staff illness and injury without an on-site physician.
7. Represent the 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 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. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
 3. Direct, supervise and work with the Assistant Health Officer and WMed Students and report any issues or concerns to the Camp Director.
 4. Communicate regularly with Camp Physician.
 5. To provide quality health care.
 6. Perform health care skills consistent with written procedures and protocols as directed in the health care policy and treatment guidelines.
 7. Administer medications and treatments as prescribed by the physician and to document on the Medication Administration Record.
 8. Provide general health care and first aid treatment for injuries and illnesses.
 9. 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).
 10. Perform physical assessment of campers in health screening process.
 11. Maintain accurate and professional medical records of all health care provided to campers and staff on paper as well as on the computer system.
 12. Maintain health clinic facilities in a clean and sanitary condition through proper cleaning and appropriate disease control measures.
 13. Ability to supervise and work with other health care staff including Assistant Health Officer and WMed Students and perform their duties as needed.
 14. Assist in preparing evaluation for healthcare staff, counselors and program staff.
 15. Report any medication errors, accidents or incidents to the Camp Director immediately.
 16. Submit weekly feedback form. Know when to ask for assistance and support fellow staff.
 17. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
 18. Assist with camp activities as needed.
 19. Assist in camp emergencies or other situations as directed by administrative staff.
 20. Review camper medical records as part of the pre-screening process and follow-up with camper families as needed.
 21. All other duties as assigned.
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