How to Apply
Complete employment application at https://prettylakecamp.campbrainstaff.com or contact Jamie at jamie@prettylakecamp.org to receive application. Deadline May 17, 2020.

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 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 standing orders and policies and procedures manual.
4. Valid Driver’s License.

Preferred Qualifications
1. Experience in working with children.
2. AED certification.

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.
• Ability to have support from family or friends outside of Camp.
• Use of cell phone only during two hours off each day.
• 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. To provide quality health care.
5. Perform health care skills consistent with written procedures and protocols as directed in the health care policy and treatment guidelines.
6. Administer medications and treatments as prescribed by the physician.
7. Provide general health care and first aid treatment for injuries and illnesses.
8. Perform physical assessment of campers in health screening process.
9. Maintain accurate and professional medical records of all health care provided to campers and staff on paper as well as on the computer system.
10. Maintain health clinic facilities in a clean and sanitary condition through proper cleaning and appropriate disease control measures.
11. Ability to supervise and work with other health care staff including Assistant Health Officer and WMed Students and perform their duties as needed.
12. Report any medication errors, accidents or incidents to the Camp Director immediately.
13. Assist in camp emergencies or other situations as directed by administrative staff.
14. Review camper medical records as part of the pre-screening process.
15. Other duties as assigned.

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