

JOB DESCRIPTION

Position: First Aid Provider

Desired Qualifications:

- Experience with children and young adults desirable
- Ability to provide basic first aid, maintain records, and implement the camp's health care plan
- Current CPR and First Aid certifications
- Trained in universal precautions for infection control
- Ability to work well with others
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self control

Responsible To: Directors

Camp Goals: To provide a safe, natural, happy and secure environment where kids can be kids. We believe hiring and training a mature, caring fun loving staff is the key element in helping us achieve this goal each summer. We believe in providing a structured program for children that emphasizes a feeling of family, friendship and belonging and encourages active participation in a variety of experiences. We believe summer camp should be a positive growing experience for everyone involved.

General Responsibilities:

- To be responsible for the overall organization of the camp Health Center under the direction of the Camp Health Administrator (CHA.)
- To provide basic first aid to campers and staff.

Specific Responsibilities:

- Seek guidance from the CHA and Camp Nurse to evaluate all campers and staff who require more than basic first aid.
- Schedule doctor's visits when determined to be necessary by the Camp Nurse and CHA and accompany children to the clinic, ER or dentist
- Keep the infirmary stocked with all supplies and compile list of items needed - to be given to Camp Health Administrator for review.
- Keep accurate log of campers and staff staying the night in the infirmary, to be given to the Camp Health Administrator each morning.
- Prior to opening day of each session, review camper health histories and note any special problems, dietary concerns, allergies, bed wetting, etc. on the group list and incoming camper health evaluation form. This list to be given to the Camp Health Administrator the week prior to campers arriving.
- Cross check the list of missing health forms provided by the office with the health form binder and make changes where necessary to ensure accuracy.
- Communicate with Out-of-Camp Director regarding campers attending out-of-camps or hikes, and educate them on any campers with special problem (asthma, allergies, etc.). For more complicated problems, the CHA will be involved.

Assure that the camper meds are prepared for the out-of-camp trip by the Camp Nurse and prepare the out-of-camp first aid kit.

- Assume responsibility for keeping the following documents accurate and up-to-date: Treatment Log, Infirmary Overnight Log, Hospital/Doctor Visit Log, OSHA Employee Injury Log.
- Keep campers and counselors informed of general health concerns, (ie. sunscreen, chapstick, lotion, bug spray) by making occasional announcements.
- The First Aid Provider will receive one free period every day (period to be decided by directors).
- The First Aid Provider will have five in-nights during a two-week session and two in-nights during a one week session, to be scheduled by the CHA. The First Aid Provider will be in by 12:30 on out nights.

The following responsibilities are to be shared by the First Aid Provider and the Camp Nurse:

- Check camper hands at all meals.
- Clean the infirmary building including the bathrooms, camper rooms, and health care provider rooms.
- Coverage of the infirmary when campers are present will be shared between the Camp Nurse and the First Aid Provider as appropriate.
- Monitor lost and found. At the end of each session, collect all lost and found and mail back to campers.
- Stock and maintain the first aid kits.
- On opening day of each session, stay in the infirmary to screen all incoming campers. Most campers will come to the infirmary during this time with their parents. At this time the pre-camp screening will be completed and any medication will be turned in. Campers not screened at this time will be screened at 3:00 on opening day. (See Opening Day Procedures)
- The Camp Nurse and CHA will respond to all emergencies. The FAP will cover the infirmary during this time. **Notify the Camp Health Administrator of all emergencies immediately.**
- Be accessible as a resource for general health and safety information for campers, staff, and directors.

Essential Functions:

- Cognitive and communication abilities to plan and implement the camp's health care plan
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Possess strength and endurance required to maintain constant supervision of campers and staff
- Ability to drive to a doctor or emergency treatment locations, lift/assist campers or staff, and read prescriptions and health forms
- Ability to carry out all duties at an elevation of at least 5,500 feet

- Possess physical ability to move quickly throughout the camp and surrounding areas where camp activities are conducted
- Visual and auditory ability to identify and respond to environmental and other hazards related to camper activities, and to assess unsanitary, unhealthful and dangerous conditions of the camp
- Physical ability to respond appropriately to situations requiring first aid and CPR, to assist campers in emergency situations (fire, evacuation, illness, or injury), and to communicate via radio and telephone to summon help