

Camp High Hopes ***Job Description***

Job Title: **Health Care Assistant**

Incumbent:

Classification: *Exempt (Seasonal)*

Required to live on site at camp: No

Reports to: Nursing Director

Position Purpose:

The Health Care Assistant is responsible for assisting in providing health and safety services to campers and staff.

Qualifications:

- ◆ Certification in Medication Management.
- ◆ Current CPR and first aid certification.
- ◆ Experience in first aid services.
- ◆ Valid driver's license.
- ◆ Desire to work with children and adults with special needs, disabilities, and chronic illnesses.

Essential Job Functions:

1. Under the direction of the Nursing Director, assists in providing health care and first aid services to meet the needs of camp staff and campers.
 - ◆ Assist with daily medication management.
 - ◆ Provide CPR and First Aid coverage as needed at designated times and locations.
 - ◆ Provide direct care to campers and staff within the scope of the employee's certifications or licensure, the camp's health care manual, and treatment procedures.
 - ◆ Assist in ensuring campers and staff utilizes proper hand hygiene before entering the dining area.
 - ◆ Work with staff to minimize/eliminate health and safety risks.
 - ◆ Maintain the First Aid Kits throughout the camp.
 - ◆ Utilize daily medical log for documentation of medication administration and treatment.
2. Assist with the camper registration and check-in/out process.
 - ◆ Secure medications/medical supplies for each camper upon arrival and return all unused items and extra doses of medications upon departure.
 - ◆ Obtain signed release by parent, guardian or driver when picking up their designated camper upon departure.
 - ◆ Provide summary of camper's specialized needs to counselors and list of special dietary requirements to the kitchen staff.
 - ◆ Assist nursing personnel with screening all campers who are arriving at camp by verifying the health history and examination and the emergency authorization form. Communicate the use of Epi-pens for allergies and Diastat for seizures to Camp Program staff and instruct them in proper usage as necessary.
3. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
 - ◆ Ensure camper health records are current (updated annually) and on file.
 - ◆ Prepare and utilize daily medical log for treatment and medications.
 - ◆ Document all health related incidents that are reported.
 - ◆ Regular and punctual attendance at location determined by employer.
 - ◆ Be at work on time and clean in appearance.

Other Job Duties:

- ♦ Accompany campers off-site for clinic visits.
- ♦ Observe and assess sanitation and safety conditions of the camp.
- ♦ Perform any additional tasks as assigned by the Nursing Director.

Relationships:

The Health Care Assistant reports to the Nursing Director. Works closely with the program and kitchen staff.

Equipment Used:

The camp's Osprey Medical Center includes an infirmary for ill campers and staff, a nurse's station, exam room, medical record storage, and a locked medication area. Medical equipment includes AED, nebulizer, mechanical lift, wheelchair, and power chair.

*Emergency Medical Services available near the camp includes Siouxland Paramedics, and Sioux City Fire and Police Departments.

Knowledge, Skills, and Abilities:

The Health Care Assistant must have general knowledge of medical terminology/abbreviations, the ability to work irregular hours, including nights, weekends, overnights, and on-call duties as assigned.

Physical Aspects of the Position:

- ♦ Lift/assist campers and staff.
- ♦ Read and follow directions on medication labels, health forms, physician orders, and parent letters.
- ♦ Use communication devices.
- ♦ Maintain an accurate medical record system.
- ♦ Access remote locations on camp property over uneven terrain in a timely manner.
- ♦ Maintain endurance to meet emergency needs.
- ♦ Transport camper/staff to off- site camp health provider, physician, or emergency treatment locations.

Knowledge, Skills, and Abilities:

- ♦ Experience in children and adult illness/injury care.
- ♦ Desire to work with the camp's target population.