

Camp High Hopes

Job Description

Job Title: **Summer Camp Nurse**

Classification: Exempt (Seasonal)

Required to live on site at camp: Yes, single housing provided

Reports to: Health Care Manager

Qualifications:

- ♦ Licensed Practical Nurse (LPN) or Registered Nurse (RN) with a current license as required by state law.
- ♦ Certification in CPR.
- ♦ Valid Driver's License.
- ♦ Desire to work with children and adults with special needs, disabilities and chronic illnesses.

Position Purpose:

The Summer Camp Nurse is responsible for assisting in providing health and safety services to campers and staff.

Essential Job Functions:

1. Under the direction of the Health Care Manager, assist in providing health care and first aid services to meet the needs of the camp staff and campers.
 - ♦ Assist with daily medication management.
 - ♦ Help supervise and care for people admitted to the Wren Recovery Room.
 - ♦ Provide CPR and First Aid coverage as needed at designated times and locations.
 - ♦ Provide direct care to staff within the scope of skills, CHH's policies, and treatment procedures.
 - ♦ Work with other staff to minimize/eliminate health and safety risks.
 - ♦ Assist in ensuring campers and staff utilize proper hand hygiene before entering the dining area.
 - ♦ Maintain the First Aid Kits throughout the camp.
2. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
 - ♦ Ensure camper health records are current (yearly) and on file.
 - ♦ Prepare and utilize daily medical log for treatment and medications.
 - ♦ Document all health related incidents that are reported.
3. Assist with the camper registration and check-in/out process.
 - ♦ Verify that all special needs listed on the camper's registration form can be accommodated. Contact parents/caregivers/healthcare professional with any specific clarification.
 - ♦ Secure medications/medical supplies for each camper upon arrival and return all unused items and extra doses of medication 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.

- ♦ Ensure a copy of health history, insurance information, and signed permission to treat form or signed waiver exempting the participants from medical treatment accompanies each camper and staff leaving for a scheduled activity.
 - ♦ Screen all campers who are arriving at camp by verifying the health history and examination, the emergency authorization. Identify any observable evidence of illness or communicable diseases by conducting a health assessment and report findings to authorities as appropriate. Communicate use of Epi-pens for allergies and Diastat for seizures to Camp Program staff and instruct them in proper usage as necessary.
4. Regular and punctual attendance at location determined by employer.
 5. Be at work on time and clean in appearance.

Other Job Duties:

- ♦ Perform any additional tasks as assigned by the Health Care Manager.
- ♦ Contact parents/caregivers concerning the status of their child/loved one's health involving any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/ accident, etc. needing further assessment.

Relationships:

The Summer Camp Nurse reports to the Health Care Manager. Works closely with the program and kitchen staff.

Equipment and Structures 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 oxygen, suction machine, AED, nebulizer, gastric/feeding tubes, sleep apnea monitor, mechanical lift, wheelchair, powerchair, diabetic/insulin dependent blood sugar monitor, colostomy and urinary catheter supplies, and trachea care kits.

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

Knowledge, Skills, and Abilities:

The Camp Nurse must have general nursing functions, knowledge of special diets, infection control principals, physical assessments, standing orders, vital signs, and medical terminology/abbreviations. 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.
- ♦ Communicate with parents, staff, and administration regarding any camper health concern.
- ♦ Maintain endurance to meet emergency needs.
- ♦ Transport camper/staff to off-camp health provider, physician, or emergency treatment locations.