



Job Description

Job Title: Health Officer
Reports To: Program Director and Executive Director
Position Status: Seasonal

POSITION SUMMARY:

The Health Officer operates under written standing orders signed by the Camp Physician. (ACA HW-8A, HW-11B) The Health Officer will work to oversee all operations in Camp Timbers's health office. This includes medication administration and documentation, timely parent communication, maintaining inventory and cleanliness, and working day-to-day in the health office to make sure the operations run smoothly. They serve as a role model for campers and staff and are a part of the Summer Leadership Team.

ESSENTIAL FUNCTIONS:

BEFORE CAMPER ARRIVAL:

- Sets up the health office at the beginning of the summer, including deep clean and restocking inventory
- Leads training session with summer staff reviewing basic health practices and health office operations
- Examines health forms and notifies Village Coordinators, counselors, and activity staff of children with special needs or restrictions.

EACH SESSION:

- Prints and stores all health forms and medication forms for campers.
- Supervises check-in of all campers' medications. Accepts and stores all medications from campers and staff.
- Dispenses medications to campers at meals and at bedtime, or as necessary.
- Handles all sick calls using appropriate first aid techniques and following standing orders.
- Ensures that the leader of any group of campers traveling off camp property has copies of health forms.
- Ensures that the first aid kits at program areas and in cabins are properly supplied and maintained.
- Monitors health practices of camp including hand washing, showering, and hydration (ACA HW-3B.6)
- Supervises medication check-out of all campers for each session.

COMMUNICATION & DOCUMENTATION:

- Ensures timely communication with parents and directors when:
 - A camper or minor staff member visits the health office due to injury or illness two or more times for the same concern.
 - A camper or minor staff member spends the night in the health office.
 - A camper or minor staff member needs to see a Physician or be taken to the Emergency Room.
 - A camper or minor staff member is injured while using camp's equipment (i.e. boats, bike, etc.)
- Communicates with Directors daily with an update on camper and staff health.
- Collaborates with MESH staff when campers or staff present with mental, emotional, or social health needs.
- Maintains official medical documentation by recording every health office visitor, staff and camper. (ACA HW-21)
- Ensures accuracy and timeliness of official medical documentation reviewing on a weekly basis.
- Completes official reports of all incidents or injuries requiring professional medical treatment.
- Schedules follow up for campers and staff, as needed.

OTHER ADMINISTRATIVE:

- First responder during medical emergencies.
- Works to keep health office tidy by maintaining laundry facilities, dishes, and cleaning (i.e. sweeping, mopping, etc.)
- Maintains a health center inventory. Communicates with Directors and Town Run with regards to inventory.
- Works with the other eligible leadership staff to ensure coverage of the health office at all times. (ACA HW-18)
- Responsible for closing the health center at the end of the summer, including packing up supplies and filing paperwork

QUALIFICATIONS:

- Minimum age 21

- Proven leadership ability with organizational skills and a talent for developing and leading a staff team
- Certified Health Officer/WFR/EMT or higher (completed prior to start of Summer Season)
- Valid driver's license preferred
- Previous camp experience preferred
- Leadership ability and teamwork oriented
- Possess a variety of skills and experience with youth

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

SIGNATURE

DATE