

# **One Heartland Job Description 2022 Medical Staff Full Summer**

## **Job Summary**

Under the supervision of the Program Director, and together with the short-term medical staff person and Camper Care Coordinator(s), this person is responsible for the overall health and safety of campers and staff (up to 150 people any one time). They are responsible for performing or assisting with health screenings upon camper and staff arrival, administering camper medications, and maintaining accurate health logs and records. They perform first aid as necessary and appropriate, respond to any medical emergencies on site, and ensure general health and safety throughout camp.

This is a full-time, live-on-site, summer seasonal position with room and board provided. Pay rate dependent on licensure and experience, up to \$1000 per week.

## **Principal Responsibilities & Essential Functions**

- Orientation Duties
  - Attend and facilitate training sessions during staff orientation geared towards the development of safe, fun, inclusive, and equitable camper outcomes and experiences
  - Organize health center including the physical environment, supplies, & health forms
  - Familiarize self with health forms, policies, records, procedures, etc.
- Duties Prior to Each Camp Session
  - Work with the Registration & Travel Coordinator and/or the Administrative Assistant to print & organize medical paperwork for campers, ensuring all paperwork has been submitted & fully completed
  - Work with the other medical staff person to review camper medical paperwork and use the information to:
    - Communicate with parent/caregivers, campers, and/or out-of-camp health providers in advance of camper arrival if there are any questions or concerns about the information provided or their health-related needs while at camp
    - Prepare intake & screening form for each camper (considering allergies, medication, & history)
    - Prepare medication administration schedule and related documentation, in manner that helps maintain flow of daily camp schedule and meets camper health needs
    - Prepare information sheets for counselors/cabin staff regarding their upcoming camper group and communicate with them in advance as needed to ensure they are prepared for their role in supporting camper health
    - Communicate camper health/medical information as needed to other staff to keep campers safe and healthy (e.g. dietary needs to kitchen staff)

- During Active Camp Session
  - Complete health screenings and update health information upon camper arrival and ensure camper has necessary supplies for addressing health and medical needs while at camp
  - Participate as an active member of the camp community and support campers and staff on an ongoing basis as it relates to their health needs, including, but not limited to conducting health checks, providing basic care for injuries/illnesses and/or recommending out-of-camp care, medication administration, and proper storage of medications
  - Collaborate with other staff to foster a culture of inclusion, wellness, and compassion
  - Help ensure necessary ongoing paperwork, documentation, and organization related to the health are completed regularly (such as maintaining health records) and are maintained in safe manner with required supplies available (including documentation and maintenance related to first-aid kits)
  - Act in cases of urgency or emergency in alignment with camp policies and procedures as well as scope of practice/licensure
  - Work as part of overall staff team, including assisting with and participating in staff meetings, supporting camp-wide activities and events, communicating with supervisor(s) and peers about the wellness and development of staff/counselors/campers, being available and “on-call” via the use of a radio, and supporting other team members and projects as needed.
  - Ensure the following of all One Heartland staff and facility policies and procedures as well as all health and industry regulations such as state of Minnesota and ACA (American Camp Association) standards
  - Act in a professional and friendly manner to ensure positive relations with participants, families, community, volunteers, visitors, and staff
- After Each Camp Session
  - Ensure medications and other relevant health supplies are returned to the appropriate person upon camper departure
  - Ensure documentation and records are completed and filed per One Heartland policies
- End of Summer Duties
  - Inventory all health center supplies and medications and note needs for the following year
  - Complete and file documentation and records per One Heartland policies
  - Help clean, organize, and close Health Center after final camp session is complete

## Qualifications

- One of the following:
  1. Current Minnesota RN licensure or licensed prescriber in Minnesota **OR**
  2. Current EMT or LPN licensure in Minnesota plus prior experience with the communities we work with **OR**
  3. Another type of medical training along with relevant documented clinical experience, training/knowledge in medication administration, prior experience with the communities we work with, and current certification or licensure covering adult and pediatric first aid skills. (May include some students or recent graduates in nursing or other relevant programs.)

- Current certification covering adult and pediatric CPR and AED skills
- Ability to maintain confidentiality regarding organizational, staff, and camper information
- Strong interpersonal communication/relational skills when working with children, young adults, parents/caregivers, and other professionals
- Strong organizational and logistical skills, particularly regarding the management of medications and medical supplies and organization of paperwork/documentation
- Ability to think critically and act swiftly in high stress situations
- Attention to detail in documentation and maintaining records
- Ability to maintain organization, cleanliness and accessibility of the Health Center
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS) and most importantly a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Commitment to active inclusion and making sure everyone feels welcome and celebrated
- Commitment to stewardship and conservation by using resources effectively and efficiently

### **Preferred Qualifications**

- Knowledge and experience with trauma informed practices & the impact of trauma on youth behavior
- Prior experience with communities we work with (LGBTQ+, HIV/AIDS) and an understanding of medical conditions & medications used in relationship to the communities we work with

### **Physical Requirements**

- Must be able to tolerate prolonged work hours
- Must be able to move about camp indoors and out and work in outdoor weather conditions
- Must be able to tolerate exposure to crowds and high noise levels
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess both physical and mental strength, endurance, and composure required to support campers
- Ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. One Heartland encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.