

One Heartland Job Description 2022 Medical Staff - Short Term

Job Summary

Under the supervision of the Program Director, and together with the full-summer medical staff person and Camper Care Coordinator(s), this person assists in ensuring the overall health and safety of all campers and staff (up to 150 people any one time). They are responsible for performing 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 short-term position working one or more camp sessions (typically 7 or 14 days), and is a full-time, live-on-site position during the term of employment. Pay rate dependent on licensure and experience, typically \$1000 per week, with room and board provided.

Principal Responsibilities & Essential Functions

- Orientation Duties/Duties Prior to Camp Session
 - Attend individual staff orientation before beginning their first camp session
 - Familiarize self with camp policies, protocols, and paperwork/documentation
 - Familiarize self with camper health information in preparation for the session, and complete any final updates as needed to prepared medication administration schedules, intake forms, or health information communicated to other camp staff
 - Communicate with other staff as needed to discuss upcoming campers and any relevant specific health needs and/or plans
- 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
 - Follow medication administration plan and collaborate with other staff to ensure timeliness of medications and other health needs
 - Communicate with parents/caregivers and/or out-of-camp health providers as needed to support campers' health, and maintain upkeep of relevant documentation
 - In collaboration with the full-summer professional, maintain organization, cleanliness and accessibility of the Health Center
 - 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, administering medications, 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 center are completed regularly (such as maintaining health

records) and areas are maintained in safe manner with required supplies available (including documentation and maintenance related to first-aid kits)

- Assist the full-summer medical staff person in reviewing camper medical paperwork for future camp sessions and preparing for upcoming sessions
- 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.
- Follows 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 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

Qualifications

- Current Minnesota RN licensure or licensed prescriber in Minnesota
- 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, especially as related to medication administration
- Ability to think critically and act swiftly in high stress situations
- Attention to detail in documentation and maintaining records
- 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

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

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.