

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

### **Job Summary**

Under the supervision of the Program Director, and together with the short-term medical staff and Camper Care Coordinator(s), this person is responsible for the overall health and safety of participants and staff at camp (up to 150 people any one time), including (but not limited to): staff and participant health screenings, administering participant medications, and maintaining accurate health documentation. They address and respond to medical needs on site within their level of training/scope of practice and perform first aid as necessary and appropriate. This is a full-time, live-on-site, summer seasonal position with room and board provided. Pay rate is dependent on licensure/experience type, ranging from \$850 - \$1000 per week.

### **Principal Responsibilities & Essential Functions**

- Orientation Duties
  - Attend and facilitate training sessions during staff orientation addressing the development of safe, fun, diverse, inclusive, and equitable participant 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 Administrative Assistant to print & organize medical paperwork for participants, ensuring all paperwork is submitted & complete
  - In collaboration with the short-term professional, review participant paperwork and use information to:
    - Communicate with parents/caregivers/participants and/or out-of-camp medical providers if additional information is needed or questions/concerns arise before or during a session
    - Prepare intake & screening form for each participant (considering allergies, medication, & history)
    - Prepare medication administration schedule and related documentation, in manner that supports the daily flow of camp and meets camper health needs
    - Communicate with Counselors and other cabin staff prior to each session to share information sheets about upcoming participants and any relevant specific support needs/plans, as appropriate, & maintain upkeep of relevant documentation
    - Communicate relevant health & medical information as appropriate to keep staff and participants healthy, such as informing kitchen of dietary needs or allergies
- During Active Camp Session
  - Participate as an active member of the camp community and provide safe, effective, and efficient support to participants and staff on an ongoing basis as related to medical health and well-being, including (but not limited to): health screenings upon arrival, following medication administration plans (including ensuring proper storage & supplies needed), providing basic care for injuries/illness, and recommending out-of-camp care
  - Ensure appropriate, accurate, and timely documentation and communication of participant and health related concerns
  - Maintain organization, cleanliness, supply availability, and accessibility of the health center & related areas (such as first aid kits)
  - Act in cases of urgency or emergency in alignment with camp policies and procedures as well as scope of practice/licensure

- Actively foster and contribute to an environment centered around safety, inclusion, equity, wellness, and compassion
- Work as part of the overall staff team, including attending and participating in staff meetings, communicating with supervisor and peers about the wellness and development of staff and participants as appropriate, being available and “on-call” via the use of a radio, and supporting other team members and projects as needed, such as assisting with clean up after meals or helping prepare camp for the next group of participants
- 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 participant 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
  - 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 one of the preferred qualifications
  3. Another type of medical training along with relevant documented clinical experience, training/knowledge in medication administration, plus one of the preferred qualifications 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
- Highly organized and logistically minded, particularly regarding the management and organization of medications, medical supplies, and paperwork/documentation
- Strong interpersonal communication/relational skills, particularly as related to the ability to work with children, young adults, parents/caregivers, and other professionals through effective communication & collaboration
- Ability to think critically and act swiftly in high stress situations
- Ability to support groups of youth and staff of various ages, backgrounds, abilities, and experiences
- Ability to maintain confidentiality regarding organizational, staff, and participant information
- Commitment to stewardship and conservation by using resources effectively and efficiently
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused) along with a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Demonstrated commitment to diversity, equity, inclusion, and anti-racism

### **Preferred Qualifications**

- Prior work or volunteer experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused) and an understanding of medical conditions & medications used in relationship to those communities

- 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 thrive in an environment with regular exposure to crowds and high noise levels
- Must be able to withstand prolonged work hours, including occasional unexpected sleep disruptions to address needs that may arise in the middle of the night
- Must be able to move about camp indoors and out & work in outdoor weather conditions
- Must be able to assist participants in an emergency (fire, evacuation, illness, or injury) and possess both physical and mental strength, endurance, and composure required to support staff and participants
- Ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Working as a member of the One Heartland team is a unique, exciting, and demanding opportunity. Fostering our community requires hard work, long hours, and significant commitment. Staff must maintain high levels of energy, patience, professionalism, and compassion. This intense work requires stamina and dedication. The result is an incredibly rewarding job transforming the lives of young people, families, and often one another, too.

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.