

## **One Heartland Job Description Medical Staff - Short Term**

### **Job Summary**

Under the supervision of the Program Director, and together with the full-summer 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 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 is 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 orientation and familiarize self with camp policies, protocols, and paperwork/documentation
  - Familiarize self with individual participants' relevant health information to prepare for the session and complete updates as needed to prepare medication administration schedules, intake forms, or information sheets for other camp staff
  - Communicate with Counselors and other cabin staff prior to each session to share information about upcoming participants and any relevant specific support needs/plans, as appropriate, & maintain upkeep of relevant documentation
- 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
  - Assist the full-summer professional in the review of participant health paperwork for future camp sessions
  - 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 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

### **Qualifications**

- Current Minnesota RN licensure or licensed prescriber in Minnesota
- 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 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.