



Camp Menesetung

Job Description: Health Care Provider

Full-Time: Residential Sunday-Friday position. A member of the Leadership Team. The leader of the Health Team. Salary dependent upon experience – Room & Board included.

Job Purpose and Reporting Structure

As the Health Care Provider, you are responsible for the health & safety of all campers and staff for the duration of each camp session. To achieve the goal of a healthy and safe experience for all the Health Care Provider spends their time preparing for the week ahead, advocating and implementing risk prevention, ensuring that all medications/accommodations are being taken/met, reacting to all health-related concerns or emergencies at Camp, and holding the authority to make health based decisions to alter working conditions, call EMS etc. All Leadership Team members must be prepared to step in to fill other positions when needed, step up for needed tasks, and seek out opportunities to further contribute to Menesetung success. This position reports to the Executive Director.

Essential Duties and Responsibilities

Pre-Camp Duties

- Collaborate with the Summer Camp Director to plan a Health Care session for all staff during staff training.
- Review the supply/medication inventory and discard expired medications.
- Submit a shopping list of first-aid supplies/medications to the Summer Camp Director.

During Camp Duties and Responsibilities

To all Campers & Staff

- Is responsible for the physical health of all campers and staff.
- Must remain on-site at all times during camp sessions, except in extreme emergencies, or extraordinary circumstances as assigned by the Directors.
- Reviews, becomes familiar with, and implements all policies and procedures contained in the Health Manual.
- Distributes all medications as required by written permission of parents or guardians.
- Maintains security of medications by keeping them in the locked medical cabinet.
- Completes a daily inspection of the washrooms, dining area, and cabins after duty and cabin clean time, announces the results after lunch each day, and arranges for the cabin clean award to be presented to the winning cabin on a daily basis.
- Checks and update first aid kits on a weekly basis.
- Checks and re-stocks all 'bathroom-buckets' each week before Friday, including refreshing all bleach/water solutions following WHMIS precautions.
- Reviews all Camper health forms in advance of camper arrival to prepare questions for the parents.
- With as much notice as possible, provides the cook with a list of campers with food allergies or dietary restrictions.

- Prepare a report for each counsellor to review in advance of meeting their campers, or specific health information relevant to the Counsellor's care of the camper.
- Ensure that you are available at **any** given moment to be called upon respond to a Health Concern – this includes not climbing the climbing-wall while camp is in session, and not leaving site.
- Keep all camper and staff health information strictly confidential.

To all Fellow Staff

- Communicate!
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. by assisting the Program Director, and encouraging campers.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Be punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.
- Respect your fellow staff, ensure that any issues, violence, or harassment are deescalated and reported immediately to the Summer Camp Director.
- Work together to create the best possible experience for our campers.

To Camp Menesetzung

- Writes a detailed report of all sickness and accident cases (including all minor cases), those taken to the hospital, and of all medications given.
- Submit these weekly reports to the Summer Camp Director to be stored in a secure environment.
- Records the names and amount of time spent recovering in the Health Centre of staff members to be submitted to the Summer Camp Director on a weekly basis for payroll purposes.
- Writes incident reports immediately and gives them to the Summer Camp Director.
- Is present for registration on arrival day to meet with each camper family to discuss their medical form.
- Notifies the Summer Camp Director if a camper or staff member cannot be accepted for medical reasons.
- Notifies the Summer Camp Director if any camper or staff member has to leave for health reasons.
- Is available on Departure day to return medication to parents/guardians.
- Should be prepared to instruct campers in first aid and general health care, if requested by the Summer Camp Director.
- Secures the area and keeps accurate notes on what you observed, and were told in case of a severe emergency, such as: food poisoning, windstorm, electrical shock, or any other crisis situation.
- Communicate daily and when necessary with the Summer Camp Director.

- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Escalate concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment, or any relevant concerns to the Summer Camp Director.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Keep campers safe from sun and insects by modelling and ensuring proper clothing is worn.
- Keep track of all supplies and inform the Summer Camp Director of any losses, damages, or shortages.
- Work with any visiting guests and parents who have come on-site to lead programming or to a meeting, providing them with any necessary instructions, and answering all questions to the best of your ability, or seeking answers to the questions they have.
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menesetung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.
- Performs all other duties designated by the Summer Camp Director.