



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Health Care Provider

Full time: Living on site: Sunday (12pm) -Friday (following closing approx. 9pm) position from June 30th to August 23rd 2024. A member of the Support Staff Team. **Salary:** Compensated according to salary grid ([link here!](#)), minimum \$455/week with room & board included.

Part - Time: Non-Residential, set number of hours per week in preseason for summer preparation. Negotiated with Directors prior to accepting the position. Paid at a percentage of the weekly summer rate.

Job Requirements: Minimum qualification - First Aid/CPR-C, however additional training is strongly preferred

Job Purpose and Reporting Structure

As the Health Care Provider, you are responsible for the health & safety of all campers & 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. This position reports to the Camp Director & Executive Director.

Essential Duties and Responsibilities

Pre-Camp Duties

- Collaborate with the Camp Director to plan a Health Care session for all staff during staff training.
- Set up the health care center in a way that is clean, discreet and comfortable
- Review the supply/medication inventory and discard expired medications.
- Submit a shopping list of first-aid supplies/medications to the Camp Director.

During Camp Duties and Responsibilities

To all Campers & Staff

- Is responsible for the physical health of all campers and staff.
- Reviews, becomes familiar with, and implements all policies and procedures contained in the Health Manual.
- Distributes all medications as required by written permission of caregivers.
- 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, and arranges for the cabin cleaning award to be presented to the winning cabin on a daily basis.
- Checks and updates first aid kits on a weekly basis.



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- Checks and ensures that all 'bathroom-buckets' are re-stocked 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 caregivers.
- 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 or an appropriate designated alternate are available at any given moment to be called upon to respond to a Health Concern
- Provide a listening ear for campers or staff who need someone to talk to about missing home, stress, situations with other campers/staff etc.
- Keep all camper and staff health information strictly confidential.

To all Fellow Staff

- Communicate! Communicate your health & safety concerns, where you'll be, if you're having a rough time and need support, if you are having a great time and can be a support, changes in the daily plan etc and check-in daily with the Camp Director.
- Work collaboratively with the Leadership Team to serve all other staff.
- Follow camp-wide rules and enforce these rules when necessary with campers & staff.
- 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 amongst staff are deescalated and reported immediately to the Camp Director.
- Work with all other staff to create the best possible experience for our campers.

To Camp MeneSetung

- Writes a detailed report of all sickness and accident cases (including all minor cases), those taken to the hospital, and of all medications given and submit these reports to the Camp Director to be stored in a secure environment.
- Records names and amount of time spent recovering in the Health Centre of staff members to be submitted to the Camp Director weekly for payroll purposes.
- Writes incident reports immediately and gives them to the Camp Director.
- Is present for registration on arrival day to meet with each camper family/guardian to discuss their medical form.



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- Notifies the Camp Director if a camper or staff member cannot be accepted for medical reasons.
 - Notifies the 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 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.
 - Uphold the Camp mission at all times but especially when making decisions: "To lead the way in creating inclusive, healthy, and sustainable community through the Spirit of outdoor adventure."
 - Understand, follow, and enforce all camp policies, protocols, and procedures outlined in the Staff Manual.
 - Work with the Leadership Team to address concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any relevant concerns. Escalate when needed to the Camp Director.
 - Seek to always be growing and learning, by asking good questions, making use of resources provided to you, and actively participating in weekly check-ins & debriefs, mid-summer evaluations and end-of-summer evaluations
 - At the end of the summer prepare a report that details supplies stored, highlight and lowlights from the summer, and recommendations for the future.
 - Ensure activities, cabin and staff talk reflects the overall Christian atmosphere of the Camp.
 - Keep campers safe from sun and insects by modeling and ensuring activity appropriate clothing is worn.
 - Keep track of all supplies and inform the Camp Director of any losses, damages, or shortages.
 - Show enthusiasm and excitement for camp with all those visiting the site especially caregivers who are dropping off or picking-up their campers for a week of camp
 - Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
 - Communicate in writing all unavailability a minimum of 2 weeks before campers arrive.
 - Conduct yourself as a professional representative of MeneSetung to all campers, families, caregivers, teachers, etc. always, including when not actively working, and on social media platforms.
 - At the end of the week ensure that the Health Center is cleaned and closed.
- Performs all other duties designated by the Camp Director or Executive Director.

