

Job Title: Health Center Assistant for Silver Lake Camp and Retreat Center

Reports to: Resource Coordinator for Silver Lake Camp and Retreat Center

Department: Outdoor Ministries

Salary: \$2000 stipend

Housing: Included

Dates of Contract: June 20-August 25, 2024

Position Purpose:

Provide support to the weekly Camp Nurse, including organizing and maintaining confidential medical records, help the Nurse use the online record keeping system and perform housekeeping tasks in the health center. Potential to serve as an overnight cabin counselor. Provide program support for night activities as scheduled.

Essential Job Functions:

1. Administrative support to the weekly Camp Nurse.
 - ◆ Assisting nurse with registration intake of Health Forms.
 - ◆ Organizing/tracking Health forms into program folders and Ultracamp.
 - ◆ Become familiar with the Medical Director Standing orders.
2. Assist the Nurse in the following ways:
 - ◆ Assist with daily medication management.
 - ◆ Basic first aid.
 - ◆ Monitoring patients.
 - ◆ Assist the Nurse in getting their meals, as well as patients in the Health Center during mealtimes.
3. Health Center Housekeeping
 - ◆ Responsible for regular Health Center Laundry
 - ◆ Responsible for camper laundry as needed.
 - ◆ Turnover and sanitation of rooms.
 - ◆ Cleaning and sanitation of bathrooms.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events.
- ◆ Potential to serve as an overnight cabin counselor.
- ◆ Other duties as assigned.

Relationships:

The Health Center Assistant works closely with the Weekly Nurse, the Medical Director, and campers. The Health Center Assistant works with the Program Coordinator and the Program Staff to support the summer program.

Equipment Used:

- ◆ Computers, data entry.
- ◆ First Aid supplies.
- ◆ Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers.

Minimum Qualifications:

- ◆ Age 18 or older
- ◆ Current First Aid/CPR certification or ability to obtain.
- ◆ Desire to work with the camp's target population.
- ◆ Knowledge of and ability to adhere to patient confidentiality rules.
- ◆ Excellent customer service skills.

Physical Aspects of the Job:

- ◆ Ability to lift/assist campers and staff.
- ◆ Ability to read and follow directions on medication labels, health forms, physician orders. And parent letters.
- ◆ Ability to use a telephone.
- ◆ Ability to maintain a written/typed record system.
- ◆ Ability to quickly get to remote locations on camp property of uneven terrain.
- ◆ Ability to observe and assess sanitation and safety conditions of the camp.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the camp activities.
- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.