

# **Black Rock Retreat Summer Camp Job Description**

**Position:** Health Care Assistant

**Responsible To:** Office Assistant

## **General Qualifications:**

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth 7-17 years of age.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
6. Is willing to be accountable to others, being guided by regulations established for daily work, group living, and personal conduct.
7. Exhibits spiritual and emotional maturity.
8. Is able to be active throughout the day and willing to work hard.
9. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by following our motto, "To Know Christ and Make Him Known."

## **Specific Qualifications:**

1. Preferably will hold a current license as an RN, LPN, EMT, PA, certified by the Commonwealth of Pennsylvania, or has finished a minimum of 2 years as a nursing student certified in CPR and First Aid.
2. Possesses organizational skills and is detail oriented.
3. Has sound judgment, good decision-making abilities, patience, sensitivity, and able to stay calm and think clearly in emergency situations.
4. Is a self-starter and able to maintain a strong work ethic without constant supervision.
5. Can work well and communicate effectively with other health care staff/volunteers.
6. Is self-aware; works within their qualifications when administering care.

## **General Responsibilities:**

1. Spend time with the Lord every day.
2. Know and uphold the standards and boundaries laid out in the Child Protection Policy.
3. Attend staff meetings, devotions, vespers, and **ALL** camp activities.
4. Complete all end of the week and end of the summer evaluations and paperwork when requested.

## **Specific Responsibilities:**

1. Assume 24-hour responsibility for the physical health and well-being of all campers and staff along with the rest of the health care staff.
2. Maintain communication with the Health Care Coordinator regarding healthcare concerns, potential issues and their appropriate response.

3. Under the oversight of the Health Care Coordinator, monitor health care, maintain records, and implement health care plan.
4. Make note of local clinic/hospital's hours and policies.
5. Take inventory of medical supplies during Pre-Camp and order any supplies as needed.
6. Oversee camper health screening and medication collection & record keeping during camper registration on Sunday afternoons.
7. Maintain and communicate with the Camp Director and Health Care Coordinator regarding the purchase of medical supplies during Pre-Camp and then as needed thereafter.
8. Provide a complete list of critical camper health concerns such as allergies and pre-existing conditions to be communicated to the appropriate staff each week while maintaining high confidentiality standards.
9. File all camper health history forms.
8. Be available at all times, posting information regarding your whereabouts on the sign provided outside the infirmary. When not in the infirmary, be sure to always carry a first aid kit and handheld walkie-talkie with you.
9. Treat illnesses and injuries according to standing orders and administer standard first aid and CPR as the situation dictates.
10. Administer medications and distribute to campers at appropriate times.
11. Return any medications that were turned in at the beginning of the week to the camper at the end of the week.
12. Communicate effectively with the Health Care Coordinator or other health care staff to split responsibilities and duties appropriately when applicable.
13. Keep all first aid kits around camp stocked throughout the summer.
14. Record every case treated and any medicine or drugs administered in the medical logbook.
15. Fill out and file incident and accident report forms as the situation dictates and inform parents/guardians of necessary information about their camper. Turn in all reports to your supervisor.
16. Give counselors clear instructions for administering medications on campout and follow up in the morning.
17. Be willing and able to assist in other areas as needed.