

## **Job Description Health Officer**

### **Employment Status:**

- Seasonal Position

### **Qualifications:**

- Be at least 18 years of age and possess the maturity and skills needed to successfully fulfill the requirements of the position.
- Must have all of the qualifications as required by the State of Michigan, demonstrated health or nurse experience is preferred.
- Has or is working toward a nursing or medical degree preferred.
- Have a sincere desire to work with youth from all backgrounds.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.

### **Responsible to:**

- Camp Director

### **Health Officer Responsibilities:**

- Oversee the total health program and follow all procedures.
- Screen all campers as they arrive at camp, check for sickness, recent illness and prior injuries, possible abuse, or medical conditions.
- Maintain an up-to-date and accurate log of all health-related incidents and procedures.
- Collect all camper and staff medications, dispensing medications at meals and bedtime or according to medication directions.
- Obtain a health status and emergency contact form from each staff member and camper, and keep these forms organized and readily available for emergencies.
- Care for all health concerns and incidents as much as possible and determine when emergency or hospital care is necessary, always following the established procedures as assigned by the camp Medical Director.
- Keep an inventory of health center supplies and needs. Be certain that camp is always stocked with all necessary equipment/ medications as per the Standing Orders.
- Prepare first aid kits for program areas, such as cabins, the waterfront, ropes course, and van that comply with state camp licensing codes.
- Inform all staff, during staff training and ongoing through summer about the camp's health policies, how to ensure safety throughout camp and how to seek care for a health-related incident or emergency.

- Inform staff as necessary regarding the medical conditions or allergies of their campers. This must be done always with confidentiality in mind.
- Post first aid and CPR information in general areas to assist staff with emergencies.
- Contact local doctors or hospitals as needed to receive information or secure appointments for campers or staff.
- Communicate with the Camp Medical Director prior to the start of camp regarding Standing Orders and procedures. Be very familiar with Standing Orders and procedures.
- Be available and ready for emergencies by being at the location of the majority of campers during activities.
- Be "on-call" via camp cell phone at all times during camp.
- In partnership with Camp Director, call parents as seen fit regarding medical issues or because a child may need to go home due to illness.
- Complete "clean cabin checks" daily and provide cabins with their scores at mealtimes; participate in reward for cleanest cabin each week.

### **Camp Responsibilities:**

- Attend planned activities, including staff training and staff meetings, and follow the daily schedule.
- Take every effort to build and nurture a sense of community and understanding among all staff members.
- Report to the Camp Director any concerns about a camper's health, safety or well-being.
- Participate in all camp activities with campers and staff when not treating campers.
- Be willing to assist with camp upkeep and other cleaning duties as requested. Do a thorough cleaning of the infirmary throughout and at the end of each session.
- Serve as an active team member to the Camp Blodgett staff and fulfill other duties as assigned and requested by the Camp Director or Program Director.