



YMCA Camp Bernie Summer Camp Job Description

Job Title: Nurse/ Health Care Manager

Reports To: Summer Camp Coordinators

Position Purpose: The Nurse/Health Care Manager furthers the mission of YMCA Camp Bernie by overseeing the health and wellness of all camp participants. The Nurse/Health Care Manager ensures and provides for adequate physical conditions for all.

Essential Job Functions:

- 1:** Oversee the management and operations of the Wellness Center.
 - a. Design and implement a system for health screening all arriving and departing campers and staff, including out of camp trips.
 - b. Conduct inventory of supplies and place orders when necessary (in consult with Summer Camp Coordinator and Executive Director), ensuring timely arrival of supplies.
 - c. Coordinate coverage of the health center and post hours for daily medications and health call.

- 2:** Manage, review and update health records.
 - a. Ensure each staff member and camper has on file a **health history and examination form** as required
 - b. Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safe guarding medications, and utilizing approved standing orders
 - c. Keep accident/incident reports that can be used for risk-management assessment
 - d. Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season.
 - e. Ensure all receipts, reports and related paperwork is submitted to the camp office the same day of the related incident

- 3:** Diligently promote and ensure healthy standards, practices and operations within the camp community.
 - a. Participate in and lead specific area of staff training pertaining to camp health and safety, CPR, first aid, and use of universal precautions for infection control
 - b. Monitor health of all campers and staff including support, service staff.

- c. Monitor/evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp
- d. To inform the guardian(s) of any child sent to the local health clinic or hospital; of the complete health status of the child as soon as possible.
- e. Insure all medications prescribed by physicians during camp are purchased and picked up.
- f. Be a resource to staff members for all health related inquiries, and model best practices for a healthy lifestyle

Other Job Duties:

- a. Be an engaged member of the Camp community.
- b. Be available for quick response in the event of a health emergency at camp. Keep camp issued walkie-talkie charged and available at all times, or have alternative means of communication if walkie-talkie is inoperable.
- c. Attend meetings as requested by Summer Camp Coordinators, Senior Program Director and/or Executive Director.
- d. Any and all other added responsibilities as requested by Summer Camp Coordinators, Senior Program Director and/or Executive Director.

Qualifications:

- a. Must be licensed in New Jersey as an RN or LPN.
- b. Experience with children and young adults is desirable
- c. Ability to originate, updates, and/or monitor health care, maintain records, and implement the health care plan
- d. Current CPR and First Aid certifications
- e. Desire to work and live in a camp community
- f. Ability to communicate clearly with staff and campers

Physical Aspects of the Job:

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Note:

Some physical requirements of this position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc. dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing