

WHITE MEMORIAL CAMP Management Group, Inc.

Job Description

Position: Camp Nurse (RN, LPN)

Position Type: (Seasonal, Nonexempt)

Reports to: Director / Program Director

Salary: \$400 - \$500 / week (based on experience) + room and board

Hours: Varies - Sunday evening through Friday afternoon. On call 24/7. 6 week-long camps from June 4 - July 31.

Position Purpose:

Manages the camp health and safety program, provides medical treatment to campers and staff when necessary, administers medication to campers, complies with all required documentation, and acts as health educator for campers and staff.

Essential Job Functions:

1. Oversee the pre-session set-up and the post-session closing of the Health Center, which includes performing an opening/closing inventory of all supplies and equipment and notifying the Director of which supplies need ordered.
2. Assess and assist with the health and hygiene needs of campers
3. Administer medication and treatment to campers throughout their stay at camp
4. Identify pertinent camper medical needs (caution sheets, special diets, etc.) and ensures that this information is communicated with the appropriate camp staff
5. Provide for proper nursing intervention regarding camper and/or staff illness, condition, or emergency care and makes appropriate referrals and provides for follow up care as warranted;
6. Administer immediate first aid to injured parties, performs nursing assessments, implements nursing intervention as guided by nursing judgment;
7. Keep records regarding administration of medication, prescribed treatments, and other health and medical needs. Follow state and WMC standards in maintaining such records;
8. Familiar with the health protocols and standing orders approved by a designated physician, and follows protocols with campers and staff;
9. Make rounds throughout the camp checking on campers, staff and the health and safety of the camp in general. Report facility and grounds health risk factors;
10. Complete and follow up on incident reports;
11. Supervise and coordinate other nursing staff;
12. Perform other duties as assigned.

Other Job Duties:

- Communicating with Parents or Care Centers of our campers and clients with ID/DD as needed.
- Attend staff meetings.
- Assist with mobility, lifts and training staff to properly care for various health or physical needs.
- Delegate tasks to staff who will assist in the medication dispensing or minor treatments - following state standards.

Relationships:

Work Directly with Campers, Parents and ID/DD CDDOs and Caretakers during check in and check out or over the phone as needed during the week. Collaborate with the counselors, Director and Program Director. Also work with the Food Service Manager to ensure dietary needs are met.

Equipment Used:

1. Software: UltraCamp Online Medical and Camp Registration software, Slack Communications app, BambooHR, Deputy (will train in all of the above as needed)
2. Machines: Breathing treatment machines, electric wheelchairs, hoist style lifts, slings, gait belt
3. General health equipment: Epi pen, blood sugar tester, pill cutter/crusher, liquid thickener, AED, etc

Qualifications: (Minimum Education and Experience)

- o Licensed as a Registered Nurse in the State of Kansas
- o Flexible schedule
- o Previous experience as a camp nurse, at a center for ID/DD, school, or hospital preferred
- o Excellent working skills including: communication skills, organizational skills and attention to details;
- o Must have a clean criminal background.

Knowledge, Skills, and Abilities:

- o Knowledge of summer camp health practices a plus;
- o Previous occupational health and safety experience a plus;
- o Current CPR and First Aid certification required;
- o Familiarity with medications;
- o Previous experience working with people with disabilities is preferred;

Physical Aspects of the Job:

- o Ability to physically assist campers with mobility impairment;
- o Physical ability to respond appropriately to situations requiring first aid.
- o Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)
- o Ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.
- o Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- o Physical mobility and endurance to perform tasks while standing/walking for long periods of time
- o Ability to provide first aid and to assist campers and staff in an emergency.

Additional Benefits:

- o To encourage new business, WMC offers staff a 5% finders fee incentive when they get a new group to attend camp or utilizes the ropes course or facilities and drop the staffers name.
- o Staff are entitled to the Part Time Staff/Volunteer Scholarship discount which allows them to offer a discounted camp rate or cabin rental rate to a friend or family member.
- o Staff receive on-site meals and lodging if the event on-site is being cooked or catered to or requires an overnight stay to complete the Challenge Course.

White Memorial Camp Management Group, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, White Memorial Camp complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. White Memorial Camp Management Group, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of White Memorial Camp Management Group, Inc's employees to perform their job duties may result in discipline up to and including discharge

ACKNOWLEDGMENT OF POSITION

By signing below, I acknowledge that I have read and agree to accept this Job Position as written. I also accept that White Memorial Camp may alter job duties and other aspects of the position at any time as needed.

EMPLOYEE SIGNATURE: _____ DATE: _____

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