

Job Description

Title Healthcare Assistant
Responsible To Assistant Camp Director
Job Classification Seasonal

Purpose of Job To supervise and be responsible for the general health and safety of campers and staff and to maintain the health center for camp consistent with Girl Scouts of the USA (GSUSA), the American Camp Association (ACA), state and local camp standards.

Minimum Qualifications

- Female Licensed Practical Nurse, Emergency Medical Technician or Advanced First Aider.
- Experience working with children and adults.
- Ability to originate, update and/or monitor health care; maintain records; and implement health care plan.
- Ability to make decisions and act wisely in an emergency.
- Desire and the ability to work and live with children outdoors.
- Commitment to the implementation of managing diversity and can work with people or persons of diverse backgrounds and abilities.
- Ability to relate to one's peer group and work as a team.
- Ability to accept supervision and guidance.
- Ability to supervise campers and staff.
- Good character, integrity, ability to adapt to a camp setting, enthusiasm, a sense of humor, patience, and self-control.
- Ability to maintain the highest regards for safety at all times in accordance with GSUSA's Safety Activity Checkpoints and ACA Guidelines.
- Ability and willingness to place the needs of youth and camp above personal desires.
- Acceptance of and adherence to the purposes and principles of Girl Scouting as embodied in the Promise and Law.
- Belief in the Girl Scout camping objectives and desire to work toward achievement of them.
- Currently registered member of Girl Scouts of the USA or a WAGGGS organization.
- Current valid driver's license and clean driving record.
- Current CPR and First Aid Certification.
- At least 21 years of age.

Specific Responsibilities

- Ensure each staff member and camper has, on file, a health history and examination form, as required.
- Implement system for health screening for arriving campers, as well as a system for health screening for trips out of camp.
- Review the Camp Health Forms within 6 hours of camper arrival and advise staff, in writing, of any conditions they need to be aware of with their campers.
- Follow appropriate medical routines including dispensing of medication, record keeping in daily medical log, disposal of medical waste, managing and safeguarding medications, and utilize camp medical protocols approved by a licensed physician.
- Supervise camper and staff health conditions.
- Coordinate coverage of the health center.
- Make appointments, when necessary, with medical/dental personnel in the community. Accompany campers and staff on trips to medical/dental office and/or hospital when necessary.
- Stock, maintain and issue first aid kits for all areas of camp.
- Supervise sanitation and safety practices throughout the camp.
- Conduct inventory of supplies and notify camp director when supplies are needed.

- Supervise completion of accident/incident reports that can be used for risk-management assessment.
- Communicate effectively with the camp director regarding an individual's health concerns.
- Be alert to potential hazardous situations and follow established emergency procedures when required.
- Provide medical attention when required.
- Contact parents to make them aware of campers' health issues, when necessary; keep a log of phone calls to and from parents regarding health concerns.
- Help youth learn to respect the rights of others and to understand their differences and similarities.
- Assist in conducting pre-camp and in-service training, especially as related to health care.
- Provide feedback and guidance to unit staff in management of camper's health.
- Collect, review and distribute requisitions for first aid needs.
- Prepare for and actively participate in staff meetings and supervisory conferences.
- Submit all required weekly and end-of-season reports on time.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with parents, campers and general public.
- Act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, camp procedures and policies, especially those pertaining to dress, cleanliness, smoking, alcoholic beverages, and the use of drugs.
- Assist in conducting initial and end of season inventory, storing and keeping equipment in good condition and in packing all materials and supplies at the end of season.
- Evaluate current season and make suggestions for next season in end-of-summer written report.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions

- Ability to write and speak effectively, count, do basic math, read and comprehend.
- Ability to keep neat and orderly records, handle and file same.
- Ability to effectively present information and respond to questions from groups of members, youth and the general public.
- Ability to apply common sense understanding to carry out and furnish instructions to others in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to observe camper behavior assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to lift and or move up to 30 pounds.
- Possess strength and endurance to maintain constant supervision of campers.

I acknowledge receipt of this job description and understand and agree to adhere to all the conditions set forth.

Signature

Printed Name

Date

