



Colorado Lions Camp Job Description

Position Title: **Camp Nurse**
Responsible to: **Executive Director**
Salary: **\$1,075/week plus Room and Board**

Position Purpose:

The Nurse is responsible for overseeing the health and safety of campers, staff and volunteers.

Essential Job Functions:

1. Provide health care to meet individual needs of camp campers, staff and volunteers.
 - ◇ Collaborate with other medical staff to meet medical needs.
 - ◇ Follow CLC health care policies/procedures, comply with CLC Standing Orders and follow CLC Health Care Plan as described in protocols.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers, staff and volunteers.
 - ◇ Assist in organizing and setting up Health Lodge for summer camp.
 - ◇ Inventory and order all necessary medical supplies and equipment in accordance to approved Standing Orders.
3. Maintain accurate and detailed medical records in camper file.
 - ◇ Ensure camper health examinations, medications are current and in camper file.
 - ◇ Prepare and utilize daily medical log for treatment and medication.
 - ◇ Prepare and record insurance and accident report forms.
4. Oversee First Aid procedures and supplies.
 - ◇ Prepare and distribute first aid kits throughout camp including; camp vehicles, kitchen, office, camper dorms and activity areas.
 - ◇ Ensure supplies are well stocked and distributed as needed.
5. Ensure a staff orientation session is delivered on medical services.
 - ◇ Ensure camp staff and volunteers know their role related to health care and first aid.
 - ◇ Provide or ensure orientation is provided that includes standing orders, clinic hours, specific camper health and social needs, health center procedures, emergency procedures, growth and development of age groups, incident reporting (behavior and physical), staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition & hydration, and first aid in the camp setting.
6. Screen all campers who are arriving and departing camp.
 - ◇ Verify health history and examination.
 - ◇ Verify emergency authorization.
 - ◇ Identify any observable evidence of illness or communicable diseases.
 - ◇ Conduct a health assessment.

- ◇ Keep all medications for campers and staff under his/her control at all times during disseminating and locked in health lodge at all other times.

Other Job Duties:

- ◇ Perform any tasks beyond those assigned, as help is needed.
- ◇ Develop a resource file and obtain information and/or literature concerning health in the camp community.
- ◇ Be responsible for contacting parents concerning the status of their camper's health by telephone in the following situations: any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc.
- ◇ Be knowledgeable of outside health resources.
- ◇ Evaluate medical services.

Relationships:

The Nurse has specific relationships with other health care staff, which may include volunteer/staff physicians, on-call nurses, or other designated medical staff.

Qualifications:

- ◇ Registered nurse (RN) or Licensed Practical Nurse (LPN) with a valid CO license.
- ◇ CPR certified
- ◇ Current First aid certification and experience in first aid and emergency management.
- ◇ Current Driver's license
- ◇ Experience working with special needs (both children and adult) illness/injury care.
- ◇ Desire to work with children and adults in a camp setting. Must enjoy working in the outdoors, and have a positive attitude.
- ◇ Great written and verbal communication skills

Physical Aspects of the Job:

- ◇ Ability to lift/assist campers and staff.
- ◇ Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- ◇ Maintain written record system.
- ◇ Ability to quickly get to remote locations on camp property over uneven terrain.
- ◇ Observe and assess sanitation and safety conditions of the camp.
- ◇ Ability to communicate with parents, staff, and administration about camper health concerns.
- ◇ Possess endurance to meet emergency needs.
- ◇ Sunday to Friday, salary includes housing, meals and staff attire