



We build strong kids, strong families, strong communities.

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Health Officer  
**REPORTS TO:** Camp Director, Clinic Coordinator  
**SUPERVISES:** None

*The Health Officer operates under written standing orders signed by the Camp Physician*

### SPECIFIC DUTIES

- Accepts and stores all health forms and prescription drug forms for campers and staff.
- Accepts and stores all prescription drugs from campers and staff.
- Supervises check-in of all campers for the session.
- Examines health forms and notifies counselors and area heads of children with special needs or restrictions.
- Handles sick call after breakfast and dinner, using appropriate first aid techniques and following standing orders.
- Dispenses medications to campers and staff at meals and at bedtime.
- Handles medical emergencies.
- Maintains official medical logbooks by recording every clinic visitor, staff and camper.
- Maintains a clinic inventory and notifies the Clinic Coordinator when supplies are low.
- Takes a pro-active role in the collection of missing *Staff Health History Forms* at the start of each session.
- Maintains current files of *Camper Health History Forms* and alphabetizes them at the end of each session.
- Communicates with parents if and when:
  - a camper or minor staff member is confined to the clinic due to injury or illness for 12 hours or more
  - a camper or minor staff member spends the night in the clinic
  - a camper or minor staff member needs to see the Camp Physician or be taken to the Emergency Room
  - a camper or minor staff member is prescribed new medication by the Camp Physician
- Communicates with children's physicians as needed.
- Communicates with the local physician and health clinics in Fremont, Grant, or White Cloud as needed.
- Communicates with the Camp Director daily with an update on camper and staff health.
- Refers campers who appear to be "homesick" to the Head Counselor or Social Worker.
- Completes official reports of all incidents or injuries requiring professional medical treatment
- Ensures that counselors are prepared for overnights by taking appropriate medications and first aid kits.
- Ensures that the leader of any group of campers traveling off camp property has copies of health forms.
- Ensures that the first aid kits at program areas are properly supplied and maintained by Area Heads.
- Monitors the cleanliness of living quarters, dining hall/kitchen, bath houses, garbage area, and cookout sites
- Monitors the health practices of the camp including food preparation, hand washing, showering, and hydration
- Supervises check-out of all campers for each session.
- Works with the other Health Officer to ensure coverage of the clinic at all times.
- Reports maintenance needs to the Property Manager.

### ADDITIONAL DUTIES

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

### QUALIFICATIONS

- Age 21 or older; college graduate preferred
- Licensed MD, RN, or LPN preferred; EMT or WFR acceptable
- Leadership ability and teamwork oriented
- Three years experience nursing in a camp setting
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals