

Camp Fire USA
Central Puget Sound Council

POSITION DESCRIPTION

POSITION TITLE: Health Care Coordinator (HCC)
REPORTS TO: Camp Director
FLSA STATUS: Non-Exempt
FULL/PART-TIME: Fulltime
REGULAR/TEMPORARY: Temporary

POSITION SUMMARY

Oversee the day-to-day operations of the Health Center. Train and supervise multiple medical volunteers over the summer season.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assist with mandatory UltraCamp training for all new volunteers.
- Work with the Camp Director to get Health Care Protocols signed.
- Oversee the health care of all campers and staff, 24 hours a day (with the help of medical volunteers).
- Train camp staff with the help of a medical volunteer, camp specific first aid, accident prevention and health care measures. Historically done during week 2 of Staff Training.
- Foster a positive and mutually supportive relationship with the medical clinic on Vashon Island, Urgent Cares off island in Tacoma or West Seattle and emergency services personnel.
- Follow up with outgoing campers who have been treated during their stay at camp (with the help of medical volunteers).
- Report any unusual camp health problems to the Camp Director, Unit Leader, and Counselor as appropriate.
- Assist with the storage and administration of all camper and staff medications (with the help of medical volunteers).
- Maintain Health Center with adequate supplies and keep it clean with the help of medical volunteers.
- Assist in the treatment of all cases of illness and accident to campers and staff members. Report them to the Camp Director including written reports and documentation of treatment, etc.
- Assure that ill campers and staff receive proper food throughout their stay in the Health Center.
- Maintain health records (with the help of medical volunteers) including ailment, injury, treatment, and follow-up for all campers and staff.
- Keep a record of calls to physicians, parents, and physician office visits in the Health Center (with the help of medical volunteers).
- Write detailed reports on major accidents/illnesses. Submit to Camp Director.
- Make sure all necessary paperwork accompanies any camper or staff that is taken to a doctor's office for illness or injury.
- With the help of staff or medical volunteers, always make enough first aid kits for each Counselor and Program Specialist to carry in their backpacks.
- Provide appropriate supply of campers' medications (with the help of medical volunteers) and instructions for overnights.
- Assist with the communication to parents about all unusual health concerns or accidents that occur at camp.

- Participate in staff meetings, as assigned.
- Create an “open door” atmosphere as well as maintain professional confidentiality for all interactions with campers and staff.
- Make inventories and reports as required, including a final report.
- Participate in all-camp activities as much as schedule allows.
- Assure compliance with appropriate American Camping Association and Camp Fire standards, laws, and regulations.
- With the help of medical volunteers, guide LEAD’s in a learning experience related to health care management at camp.
- Camp Fire USA is an organization that supports diversity and cultural competence and expects its staff and volunteers to demonstrate respectful interactions with all others in all communications and functions as a representative of the organization.
- Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential task successfully. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Medical license in the state of Washington required
- Prefer experience in medicine that has involved the care of children and adults
- Interpersonal communication skills
- Ability to train staff in first aid techniques and practical, temporary care for sick children and adults
- Ability to accept supervision and guidance
- Responsibility, accountability, and flexibility
- Current First Aid and CPR certification

WORK ENVIRONMENT

The HCC is required to live onsite for the full season. The Health Center is located in main camp and has space for staff housing as well as sick housing.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift/assist campers or staff
- Ability to perform job responsibilities during daylight and nighttime hours
- Walking, Standing, Climbing Stairs
- Hiking on uneven terrain and up/down hills
- Ability to communicate in English, orally and written
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.