

## Health Care Staff Job Description

Job: The Health Care Intern is a seasonal summer position. At Camp Marshall the Health Care Intern is responsible for assisting the Health Care Supervisor (HCS) in the care of all Marshall, Cloverbud, Mapleleaf campers and staff. Compensation could include housing and childcare for the right candidate. If you do not hold 1 of the needed qualifications listed in the requirements below, the opportunity for a Health Care Internship position to gain more experience and knowledge through assisting and observation may be discussed for the right person. **Note - Admin has the right to change or alter this job description as they see fit at their discretion.**

### Job Responsibilities:

- Assisting HCS in ensuring all Campdocs profiles are complete for both staff and campers
- Assist HCS in use of Campdocs to run reports, look up profiles, and document medication or care
- Accurately filling out the medlog when any medications are given or after providing any medical assistance to anyone.
- Assist HCS while they are administering camper and under 18 staff medication
- Scribing for the HCS when present for evaluation/care as needed
- Handling staff and camper injuries and illnesses to the best of your ability
- Accurately documenting and communicating all treatment given to HCS at earliest opportunity
- Assist HCS in communicating with parents regarding illness, injury, etc
- Filling out incident reports when necessary in a timely manner and turning in to the HCS
- Assist HCS in keeping an up to date inventory of all med supplies
- Assist HCS in filling out material request forms whenever supplies are low
- Replacing, washing and drying linens after each use
- Sanitizing all touched surfaces after each use
- Washing soiled camper clothing/bedding including in a discrete manner as needed if other campers and counselors are present as well as retrieving needed soiled items as needed from cabins or other areas.
- Assist HCS in informing kitchen of all allergies/ dietary restrictions the Friday prior to each camp week
- Assist HCS in informing necessary staff of allergies/other health related information necessary for proper care and ensuring the counselor has the needed info to properly take care of their camper including weekly or more check in with the camper and counselor and provide additional help and resources as needed.
- Work with other staff to minimize/eliminate health and safety risks

- Weekly restocking of all first aid kits or additional if needed as well as additional days if required.
- Assist HCS in observing and assessing sanitation and safety conditions as well as reporting conditions to the needed person and aid in helping solve the concerns/issues.
- Effective oral and written communication skills
- Daily cleaning and refilling of water jugs around camp to all needed program areas
- Supervise and provide first aid during evening activities as needed
- Other duties as needed as assigned from Admin Team or HCS

Job Requirements:

- Must be 18 years of age or older
- Must have one of the following qualification:
  - MD
  - PA
  - NP
  - RN
  - LPN
- Must have a valid driver's license and reliable transportation
- Must complete a CORI/SORI/NSOR, provided by Camp
- Ability to quickly get to remote locations on camp property over uneven terrain
- Exhibit endurance to meet emergency needs
- Ability to quickly learn and effectively use our camper medical database (campdocs)
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum of 50 lbs
- Follow all Camp Marshall policies and procedures at all times
- Attend all staff training as directed by Admin (provided by Camp) and assist the HCS in planning and teaching nursing related topics to the staff as needed.