

Head Nurse

ADMINISTRATIVE STAFF



JOB DESCRIPTION

The Head Nurse oversees the health and sanitation of the camp, campers and staff interacting with campers and staff regularly. This position reports to the Tapawingo Director.

REQUIREMENTS

The following are preferred or required:

- A Christian in agreement with the Camp's Statement of Faith
- Physician, Physician's Assistant, Registered Nurse, or another person acceptable to the permit-issuing official
- Able and willing to live on-site

RESPONSIBILITIES

- Oversee initial health screening of campers, camper paperwork, and health portion of camper registration on Sundays.
- Distribute and administer camper medications and record administration times.
- Monitor daily health surveillance of camp occupants.
- Meet with Director weekly to update her on the general health and sanitation of camp and health concerns.
- Prepare medication and health forms for off-site camp trips.
- Handle health emergencies and injuries, including emergency preparedness and provisions for professional health care.
- Report necessary incidents to the New York State Department of Health within 24 hours.
- Provide medical procedure instructions for staff.
- Order and inventory medical supplies as needed.
- Compile end-of-summer reports and preparation for next season.
- Assist in organizing the documentation of necessary paperwork for Audit and NYSDOH as it pertains to this position
- Support other areas of camp as available.
- Attend weekly administrative staff meetings and meet with the Director.