

# Health Assistant

## Purpose:

To support the Health Director(s) is overseeing the health and sanitation of the camp, campers, and staff.

## Responsible to:

Health Director(s) and Assistant Director

## Responsibilities:

1. Help to oversee initial health screening of campers. Stay four weeks ahead of camper paperwork. Help with camper check in on Sundays.
2. Help oversee daily health surveillance of camp occupants.
3. Help alert and instruct support staff of any incoming camper whose health may require special care.
4. Meet with Health Director(s) weekly to update them on the general health and sanitation of camp/health concerns.
5. Help to maintain camper's confidential medical histories. Keep infirmary log up to date. Keep all past records on file until the camper is 21 years of age. (Location in the summer: Attic above the nurse's quarters. Location in the other months: Under Purdy Center Stairs). Both are locked locations.
6. Photocopy/scan health forms as we receive them. Input and print appropriate information to be sent with staff members on out-of-camp trips along with a prepared first aid kit.
7. Help to collect all medications. (Only Registered Nurses in New York State may distribute and administer camper medications and record self-administration of prescription drugs at the correct times. Help to return medications to departing campers on Saturday).
8. Follow camp procedures in terms of parental contact for emergencies (see staff guidelines).
9. Assist in handling health emergencies and injuries, including emergency preparedness and provisions for professional health care.
10. Assist in reporting incidents that are reportable to New York State Department of Health within 24 hours.

11. Assist in communicating to counselors that appropriate documentation must be collected from clinic/hospital visits and two copies must be made: one for our records, and one to send with the parents of the camper/staff member.
12. Perform support staff duties as able.
13. Compile end of summer reports, which include an inventory of medical equipment and supplies, purchase requests for the next season, evaluation of procedures, forms and regulations, summary of camper and staff illness and injuries, and recommendations for next season.
14. Instruct staff with regard to procedures for dealing with bodily fluids and medical waste, in compliance with sanitary code.
15. Assist in reviewing performance of staff as it relates to the health and sanitation of camp.
16. Assist in organizing the documentation of necessary paperwork for Audit and NYSDOH as it pertains to this position and as required by the Director of Tapawingo.
17. Attend weekly counseling staff and administrative staff meetings.
18. Assist in ordering medical supplies as needed and keep an inventory of medical supplies.

## **Qualifications:**

1. 21 years of age or older (preferred).
2. A Christian in agreement with the Camp's Statement of Faith.
3. Physician, Physician's Assistant, Registered Nurse, Nursing Student or other person acceptable to the permit-issuing official.
4. Shall be on-site.

## **Physical Requirements:**

1. Ability to list/assist campers and staff.
2. Ability to read and follow directions on medication labels, health forms and parent letters.
3. Ability to serve as driver of camper vehicles (preferred).