



## CAMP OCCOHANNOCK ON THE BAY

*A Ministry of the Eastern Shore District of the United Methodist Churches*

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**Note:** As you read this description and it seems like a lot of work that you might not have done before, trust me you're not alone. There will be others around to help you as much as possible and we are committed to making your summer with us a success. -Director: Michael Henry

**Job Title:** Health Care Supervisor

**Reports To:** Camp Director

**Position Purpose:**

Health Care Supervisor is responsible for overseeing the health and safety of campers and staff. Maintain and log all medications given and all incident reports.

**Essential Job Functions:**

1. **Provide health care to meet individual needs of camp staff and campers.**
  - Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
2. **Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.**
  - Set up the camp Health Center.
  - Inventory and order all necessary medical supplies and equipment.
3. **Maintain accurate and detailed medical records according to state and Camp Occohannock on the Bay's Standards.**
  - Ensure staff and camper health examinations are current and on file.
  - Prepare and utilize daily medical log for treatment and medications.
  - Prepare and record insurance and accident report forms.
4. **Oversee First Aid procedures and supplies.**
  - Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.
  - Ensure supplies are well stocked and distributed as needed.
5. **Ensure a staff orientation session is delivered on medical services during staff training.**
  - Ensure camp staff know their role related to health care and first aid.
  - Provide or ensure orientation is provided that includes clinic hours, specific camper health needs, health center procedures, emergency procedures, staff health assessment of campers, accident prevention and risk management, nutrition, and first aid in the camp setting.

### MINIMUM QUALIFICATIONS:

Must be at least 18 years of age.

Must be studying Nursing  
Or in a similar field.

Current CPR Certified

Current First Aid Certified

Must Be M.A.T. Trained  
(Camp will pay for this)

Driver's License

Desire and ability to work  
with children outdoors.

Some experience in  
supervising others  
especially peers.

Has a desire to work in a  
Christian environment.

Good character, integrity  
and adaptability

Enthusiasm, sense of  
humor, patience and self-  
control.

Must have an open mind  
and a flexible work ethic.

## PHYSICAL REQUIREMENTS:

Prolonged Standing

Bending

Stooping

Walking Long Distances

Stretching

Running

Eye-hand Coordination

Manual Dexterity to Manipulate Outdoor Equipment and Camp Activities

Requires Normal Range of Hearing and Eyesight to Record, Prepare, and Communicate Appropriate Camper Activities/Programs and the Ability to Lift Up to 50 lbs;

Willing to Live in a Camp Setting

Work Irregular Hours with Limited or Simple Equipment and Facilities; With Daily Exposure to the Sun, Heat, and Animals Such as Bugs, Snakes, Bats, etc.

### **6. Screen all campers and staff who are arriving and departing camp.**

- Verify health history and examination.
- Verify emergency authorization.
- Identify any observable evidence of illness or communicable diseases.
- Conduct a health assessment.
- Keep all medications used by campers and staff.

### **Other Job Duties:**

- Perform any tasks beyond those assigned as help is needed.
- Provide leadership in the camp's risk management program.
- Supervise health assistant and/or first aid position.
- Develop a resource file and obtain information and/or literature concerning health in the camp community.
- Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations: any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc.
- Be knowledgeable of outside health resources and concerns.

### **Equipment Used:**

Treat equipment as if it is yours.

### **Physical Aspects of the Job:**

- ♦ Ability to lift/assist campers and staff.
- ♦ Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- ♦ Ability to use a telephone.
- ♦ Maintain written record system.
- ♦ Ability to quickly get to remote locations on camp property over uneven terrain.
- ♦ Observe and assess sanitation and safety conditions of the camp.
- ♦ Ability to communicate with parents, staff, and administration about camper health concerns.
- ♦ Ability to drive to off-camp health provider, physician, or emergency treatment locations.

### **Staff Provisions:**

Lodging and 3 meals a day and work week starts Sunday @ 3pm until Friday @ 7pm.

### **Health Care Supervisor Salary:**

\$1800 - \$2300 (depending on certifications and experience)

### **Dates of Employment:**

June 8<sup>th</sup> @ 6 pm- June 19<sup>th</sup> @ 4 pm (Staff Training)

June 21<sup>st</sup> @ 3 pm -August 8<sup>th</sup> @ 6 pm (Summer Weeks)

Thank You,  
Camp Director  
Michael Henry