

Black Rock Retreat Summer Camp Job Description

Position: Health Care Manager

Responsible To: Summer Camp Director and Office Administrator

General Qualifications:

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth 7-17 years of age.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. **Is willing to sacrifice personal rights for the common good of the camp and campers.**
6. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
7. Is willing to be accountable to others, being guided by regulations established for daily work, group living, and personal conduct.
8. Exhibits spiritual and emotional maturity.
9. Possesses good health and the willingness to work hard.
10. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by following our motto, "To Know Christ and Make Him Known."

Specific Qualifications:

1. Preferably will hold a current license as an RN, LPN, EMT, PA, certified by the Commonwealth of Pennsylvania, or has finished a minimum of 2 years as a nursing student certified in CPR and First Aid. [CPR and First Aid will be provided during pre-camp training if needed].
2. Possesses organizational skills and pays attention to details.
3. Has sound judgment, good decision making abilities, and able to stay calm and think clearly in emergency situations.
4. Is a self-starter and able to maintain a strong work ethic without constant supervision.
5. Exhibits patience, sensitivity, caring, firmness, and emotional stability to handle emergency situations and make sound decisions.
6. Can work well and communicate effectively with other health care staff/volunteers.
7. Is at least one year out of high school and a minimum of 18 years of age.

General Responsibilities:

1. Attend staff meetings, devotions, vespers and **ALL** camp activities.
2. Be flexible, available, and willing to help out in other areas of the camp program.
3. Be self-motivated, a self-starter, and foresee areas where you can help out.
4. Assist in supervising the campers during camper hang time from 11:35 a.m. - 12:00 p.m. Tuesday through Friday.
5. Assist in the afternoon and evening Snack Shop as requested.
6. Write one story about an interaction or powerful moment with a camper during the summer and turn in to the Office Administrator at the requested time.

7. Complete all end of the week and end of the summer evaluations and paperwork when requested.
8. Be an assistant counselor in a cabin during Special Week.
9. Assist a cabin with supper preparations and other activities on campout night.
10. Be the cabin inspector when assigned by the Program Director.
11. You are expected to be at **ALL** games and activities to interact with campers and add enthusiasm unless you are needed for Health Care Manager responsibilities.
12. During times that you are not busy, check with the Program Director, Program Facilitator, or Summer Camp Director to see if you can be of assistance.

Specific Responsibilities:

1. Assume 24-hour responsibility for the physical health and well-being of all campers and staff.
2. Monitor health care, maintain records, and implement health care plan.
3. Become acquainted with the local physicians, clinics, and their hours & policies and obtain your standing orders during Pre-Camp.
4. Purchase medical supplies during Pre-Camp and then as needed thereafter.
5. Educate staff in emergency procedures during Pre-Camp.
6. Read over all staff and camper health history forms and keep on file.
7. Oversee camper health screening and medication collection & record keeping during camper registration on Monday mornings.
8. Provide a complete list of critical camper health concerns such as allergies and pre-existing conditions to be communicated to the appropriate staff each week while maintaining high confidentiality standards.
8. Be available at all times, posting information regarding your whereabouts on the sign provided outside the infirmary. When not in the infirmary, be sure to carry a first aid kit and handheld walkie-talkie with you at all times.
9. Treat illnesses and injuries according to standing orders and administer standard first aid and CPR as the situation dictates.
10. Administer medications and distribute to campers at appropriate times.
11. Prepare meds to be given to counselors in order to be administered at campout.
12. Return any medications that were turned in at the beginning of the week to the camper at the end of the week.
13. Communicate effectively with other Health Care Manager or health care staff to split responsibilities and duties appropriately.
14. Keep first aid kits that are stationed at every activity area around the camp stocked.
15. Record every case treated in any way and any medicine or drugs administered in the medical logbook.
16. Fill out and file incident and accident report forms as the situation dictates and inform parents/guardians of necessary information about their camper.
17. Give counselors clear instructions for administering medications on campout and be sure to follow up in the morning. Assist a cabin with supper preparations on cabin campout night if requested.