



## Health Care Officer Position Description

### Summer Staff 2026

**Reports to:** Executive Director

**Purpose of Position:** The Health Care Officer is responsible for overseeing the health and safety of campers and staff.

#### **Essential Qualifications:**

- Current Registered nurse (RN), NREMT, or ...
- Current CPR and BLS certification
- Current First aid certification and experience in first aid and emergency management.
- Driver's license
- Experience in both children and adult illness/injury care.
- Desire to work with children and young adults.
- Community health knowledge.
- Knowledge of mental and behavioral health conditions and treatment, including anxiety, depression, homesickness, ADHD, and autism.

#### **Responsibilities:**

1. Provide health care to meet individual needs of camp staff and campers.
  - a. Collaborate with other medical staff to meet medical needs.
  - b. Follow health care policies/procedures as described in the Employee Handbook.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
  - a. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
  - b. Ensure staff and camper health forms are current and on file.
  - c. Prepare and utilize daily medical log for treatment and medications.
  - d. Prepare and record insurance and accident report forms.
3. Oversee First Aid procedures and supplies.
  - a. Restock first aid kits as needed throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.
  - b. Provide or ensure orientation is provided that includes standing orders, clinic hours, specific camper health and social needs, health center procedures, emergency procedures, growth and development of age groups, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition, and first aid in the camp setting.
4. Screen all campers and staff who are arriving and departing camp.
  - a. Verify health history and examination.
  - b. Verify emergency authorization.
  - c. Identify any observable evidence of illness or communicable diseases.
  - d. Conduct a health assessment.
  - e. Keep all medications used by campers and staff.
5. Supervise sanitary conditions throughout camp.
  - a. Observe daily cleanliness in the food service facility and other areas throughout camp.
  - b. Report any health problems or symptoms of illness to the Camp Director.

## 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.
- Maintain 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.

## Equipment Used:

Health Care Officers will use Sugar Pine Cottage as the camp's Infirmary. Equipment includes first aid supplies, crash kit, bag-valve-mask resuscitation device, AED, splints, OTC medications, Campbrain software, walkie-talkie, email and phone.

## Knowledge, Skills, and Abilities:

- Good written and verbal communication
- Strong time management skills
- Critical thinking and problem solving skills
- Ability to work well individually and within a team
- Ability to resolve conflict in a positive manner
- Ability to adapt around unforeseen situations
- Ability to discern own's abilities and limitations as it concerns the care of emergency situations, and when to call 911.

## Physical Requirements:

- 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.
- Possess endurance to meet emergency needs.
- Ability to drive to off-camp health provider, physician, or emergency treatment locations

## Relationships and Interpersonal Aspects:

The Health Care Manager has specific relationships with other health care staff which may include volunteer/staff physicians, on-call nurses, lifeguards, or other designated medical staff. A Health Care Manager relates to the Food Service Manager to ensure sanitation is upheld in the kitchen and food service areas. General camp clean-up and housekeeping foster a relationship with Camp Counselors and the Health Care Manager with reference to cleanliness and camper and staff health, and to communicate specific health issues. will be interacting with many people over the summer including summer staff, year-round staff, campers, campers' parents, kitchen and maintenance staff, volunteers, chaplain, directors, and other user groups throughout the summer. It is important to maintain respectful and professional interactions and communication with everyone.



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