

Job Description For Infirmery Assistant

Minimum Qualifications

- New York State Licensed Physician, Nurse Practitioner, Physician Assistant, Registered Nurse, Licensed Practical Nurse or Emergency Medical Technician (must be documented).
- Infirmery Assistant Must reside on site.
- Maintain certification in Responding to Emergencies first aid issued by the American Red Cross or a certification determined by the State commissioner of Health to provide an adequate level of first aid training.
- Maintain certification in cardiopulmonary resuscitation (CPR), Not exceeding one year in duration , in CPR for the Professional Rescuer issued by the American Red Cross or a certification determined by the State commissioner of Health to provide an adequate level of CPR training.
 - ability to understand how to apply the Universal/Standard Precautions,
 - ability to follow the Health Care Procedures (for treatment and others),
 - ability to conscientiously keep up with required paperwork,
 - ability to keep patient information confidential,
 - ability to teach and supervise other members of the health care team, and
 - ability to enjoy interactions with children, lots of children.
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- College student or at least 21 years of age

Responsible To

Executive Director, Health Supervisor, Summer Director

Camp Goals

To Assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camp Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

General Responsibilities

To be the health manager for the camp; supervise health and cleanliness standards; work with camp director and staff; and help provide adequate physical health conditions for all.

Specific Responsibilities

- Ensure each staff member and camper has on file a *health history and examination form and permission to treat form*.
- Set up system for health screening for arriving campers and staff, as well as a system for health screening for trips out-of-camp.
- Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
- Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Coordinate coverage of the health center.
- Post hours for daily medications and health call.
- Make appointments, when necessary, with medical/dental personnel in the community.
- Check and issue first-aid kits.
- Participate in and lead specific areas of staff training pertaining to camp health and safety, CPR, first aid, and use of universal precautions for infection control.
- Keep accident/incident reports that can be used for risk-management assessment.
- Monitor health of all staff including kitchen staff.
- Monitor/evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp.
- Care for the health and safety of all staff and campers. Inspect the camp for health and safety problems each day.
- Responsible for weekly med. Schedule and written recording of the medications.

- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
- Care for the health and safety of all staff and campers. Inspect the camp for health and safety problems each day.
- Help the administrative director whenever possible especially with phone calls and entering applications into the computer.
- Responsible for the set up and cleanliness of the infirmary.

Specific Responsibilities Continued

- Also responsible for the complete medical applications.
- Maintain cleanliness of Infirmary use restroom on a daily basis.
- Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

PRE-KAMP ACTIVITIES:

- Open the infirmary, thoroughly clean, check inventory of equipment, supplies, medicines and rugs.
- Make up first-aid kits for hikes, kitchen, waterfront, pool, vehicles, etc. These should be individually made up for each area and stocked according to the activities in which the area is involved.
- Make a list of anything needed and arrange with the Executive director for purchase and delivery. Prepare for adequate record keeping. All records must be kept in a legal form, in a bound ledger book and recorded in ink as in previous years. Review in detail on what is needed in the log book with the executive and camp director. The entries need to be printed.
- Check all medications and first aid supplies brought into kamp by staff members. All materials must be collected, labeled with the staff person's name, and kept in the infirmary. They can only be administered under the health director's supervision.
- Check that all American staff has completed their camp application papers.
- Also have all foreign staff fill out the camp application form in detail.
- Attend Staff meeting with all staff and the health director to review the health application and their health history.
- Input applications and make USDA calls if requested.

DAILY ACTIVITIES:

- Make beds and clean laundry when needed. Arrange furnishings to create home-like atmosphere.
- Give out all medications. As required on time. Kamper and Staff must self administer medications unless you maintain Med. Administration Certification (preferred).
- You must enter a detailed account of all information for any camper or staff person that is treated in the infirmary. **THIS MEANS ANYTHING!** Make all necessary entries into the log book and review them in detail with the Executive Director and the LPN or Registered Nurse each day.
- Responsible for the inspection of all camp buildings and grounds and submit the written report to the Executive Director each day.
- Apply first-aid to injured or ill; dispense camper and staff medications as needed. These must be logged into the log book every time without question, redressing as needed.
- Conference with Executive Director to report on the health and hazard report and to update as needed on any medical, health, or safety problem at anytime as needed.
- Make out the medical forms for the medical insurance company for campers.
- Complete worker's compensation forms for all accidents related to the camp staff. Fill out all Camp America forms for sickness of any Camp America staff member.
- Make mandatory calls or faxes to the Oneida County Health Department on all accidents and sickness as required and approved by the executive director. A joint meeting with the Executive Director before making this call.
- Notify kitchen staff of any food allergies or menu problems.
- Complete incident reports as required.

Weekly Activities:

- Check all first-aid kits for trips, hikes, kitchen, waterfront, pool, vehicles etc. These should be individually made up for each area and stocked according to the activities in which the area is involved.
- All medical forms for each camper need to be reviewed and a list of all health problems for each camper must be developed for each camper week.
- Complete a review of the health history and special need's form if filled out and furnished by parent or guardian of each camper.
- If the medical history is not complete you need to call the parent or guardian and have the history completed over the phone. Check if a special need's form needs to be filled out. Check with the Executive Director on these calls before being made.

Weekly Activities Continued:

- Review with the executive director the answers from all calls made to parents or guardians. In the case of a camper who has a special need, you need to list any information that may help the counselor in helping that particular camper. You need to share this information with the special need's director by Tuesday before the campers are to arrive.
- In the case where we have a number of special needs campers, you or the special need's director may have to make calls to parents or guardians. Review the answers with the Summer and Executive director.
- The list will be added on the cabin sheets and needs to be checked after the executive director completes the cabin lists. Applications need to be rotated every Sunday morning.

WEEKLY CLOSING DAY:

- Communicate any type of problem encountered by any camper that you feel needs to be communicated to the home of the camper from the executive director.
- On agreement with the executive director, prepare notes to the parents or guardians about any incidents involving campers or health related problems.
- Bag all medications in separate bags with the camper's name on the bag. Sort medications. in boxes, one for those campers that are picked up and another for those that are being bussed home. Make sure the right medications. get on the right bus. The medications. for the buses are to be given to the counselors on the bus. Prepare a list so the counselors on the bus can give out medications when the campers get off the bus or the office staff can give out the medications if parents are picking up the campers.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions**Must be able to**

Use office equipment and computer

Use telephone and Radio

Order supplies

Carry and load supplies

Relate to camper needs

Keep neat, orderly and file records

Lift/assist campers or staff

Read prescriptions and health exams from physicians

Get to remote locations on camp property quickly

Observe and assess unsanitary or unhealthy conditions of camp

Train staffs

Observe camper behavior

Identify and respond to hazards

Work with different age and skill levels

Plan and conduct activity

Assist campers in emergency (fire, evacuation, illness, or injury)

Observe loading and unloading of buses and vans

Possess strength and endurance required to maintain constant supervision of campers.

WORK HOURS: Work week will be from Sunday approximately 12:00 PM until Saturday after the campers depart around 12:00 PM. We will make every effort to give four 30 minute breaks during the day and one night off during the week. Hours to be worked are to be worked out between the executive director, the camp director, and the summer directors.

All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday morning.

On Duty: Two members of the leadership team will be on a roster on each night to monitor camp activity once campers have returned to their cabins.

NIGHT OFF: We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished.. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF

I have read the above job description and understand my responsibilities.

_____ **Date**

Print Name

_____ **Date**

Signature

