



YWCA Vermont Camp Hochelaga Assistant Health Care Provider Job Description

Overview: YWCA Vermont seeks an experienced, professional to support the Camp Nurse in providing medical care for campers and staff and management of YWCA Vermont's Camp Hochelaga's Health House. The Assistant Health Care Provider is responsible for supporting campers and staff in having healthy, safe experiences while they are at camp. For all seasonal staff, the camp season is June to August*. YWCA Vermont Camp Hochelaga serves more than 1,000 people each summer through camp programs, facilities use, and volunteer opportunities that engage the community in YWCA's mission, *eliminating racism and empowering women*.

**The exact dates are dependent on your specific role, which certifications/trainings you will be a part of, and our seasonal calendar for camp – we will discuss with you the exact dates during the interview/hiring process*

Salary: This position is classified as seasonal, exempt. Salary is based upon applicant's skills and experience.

Responsible to: Camp Nurse and Camp Director

Qualifications:

- This is preferably a residential position with room/board included;
- Ability to take initiative; proactive without waiting for direction; strong sense of personal accountability to flawlessly execute consistently;
- Auditory and communication abilities to use telephone to schedule medical appointments, obtain medical emergency services or treatment advice from other medical personnel, and notify parents/guardians of health related concerns;
- Visual and cognitive abilities to identify and read prescriptions accurately and health exams from physicians;
- Physical ability and strength to lift and/or assist campers or staff; get to remote locations on camp property quickly and respond appropriately to situations requiring first aid or medical assistance;
- Cognitive and communication abilities to originate monitor and maintain Camp Hochelaga's health care plan in accordance with YWCA Vermont Camp Hochelaga's mission and goals;
- Ability to enforce appropriate safety regulations, emergency procedures and apply appropriate action;
- Ability to communicate and work with a variety of age groups and provide necessary information or treatment to campers and staff;
- Licensed in Vermont as an EMT, WFR, LPN, or RN (or American Camping Association equivalent);
- Previous health care experience with children and young adults, preferably in a camp setting;
- Current Community CPR and Standard First Aid certifications (or American Camping Association equivalent);
- Ability to request and accept guidance and supervision;

Responsibilities:

- Support the Camp Nurse in enforcing health and cleanliness standards and regulations as required by American Camping Association Standards and Vermont regulations or standards;
- Under the supervision of the Camp Nurse, provide adequate physical and emotional health conditions and provide appropriate treatment or guidance for all campers and staff at camp;
- Manage health care in a manner that is consistent with and supportive of the philosophy and mission of YWCA Vermont Camp Hochelaga to create opportunities for women's growth, leadership, and power in order to attain a common vision of peace, justice, freedom and dignity for all people and the elimination of racism;
- Follow camp's established schedule for medication administration throughout the camp day. Administer medications in a timely, thoroughly documented manner per prescription directions;
- Conduct inventory of supplies and submit purchase orders when necessary, ensuring timely arrival of supplies;
- Under the guidance of the Camp Nurse, follow appropriate medical routines including record keeping in the daily medical logs; disposal of medical waste, managing and safeguarding medications, and utilizing approved current standing orders;
- Check, update, and issue first aid kits to department heads, heads of line, office, and other necessary areas or program personnel;
- Keep accident / incident reports that can be used for risk-management assessment and follow-up;
- Monitor health of all staff and campers and provide medical treatment and advice when warranted;
- Monitor and evaluate camp procedures, facilities and conditions in terms of sanitation; suggest modifications that would create more healthful conditions in the camp;
- Assist the Camp Nurse in ensuring that the camp health care system is run in accordance with current American Camping Association Standards and any other state or federal regulations required;
- Communicate regularly with the Camp Nurse and Camp Director regarding any camper or staff issues to be aware of and any follow up necessary;
- Help provide an atmosphere for developing good morale and well-being among the camp family;
- Instruct and assist campers and staff in emergency procedures such as drills, accidents, medical issues or emergencies. Train staff in emergency and safety procedures to be used throughout camp;
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required;

Essential Functions:

- Ability to communicate and work with a variety of age and skill level groups and provide necessary instruction to staff and campers;
- Self-motivated, leadership ability, safety conscious and responsible;
- Current driver's license and good driving record

YWCA of Vermont, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

YWCA Vermont Camp Hochelaga

76 Pearl Street, Suite 205, Essex Junction, VT 05452 | 802.862.7520

www.ywcavt.org | contactus@ywcavt.org