



YWCA Vermont Camp Hochelaga Camp Nurse Job Description

Overview: : YWCA Vermont seeks an experienced, professional to provide leadership and management for YWCA Vermont Camp Hochelaga's Health House, as the Camp Nurse to provide direct care to campers and staff seeking medical attention while 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 Director

Qualifications:

- This is preferably a residential position with room/board included but can be daytime hours only if needed;
- 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, update, and/or monitor and maintain Camp Hochelaga's health care plan in accordance with YWCA Vermont Camp Hochelaga's mission and goals;
- Ability and willingness to drive to doctor, pharmacy or other emergency treatment locations;
- Ability to observe and assess unsanitary or unhealthy conditions at camp and help provide corrective action;
- 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 LPN, RN or licensed physician (or American Camping Association equivalent) and at least 21 years of age;
- 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), preferably holding current instructor certificates;
- Ability to request and accept guidance and supervision;

Responsibilities:

- Supervise and enforce health and cleanliness standards and regulations as required by American Camping Association Standards and Vermont regulations or standards;
- 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;
- Ensure each staff member and camper has on file a current Health History and Examination Form, as required, and review each form in a timely fashion and notify key personnel as to specific needs, potential issues or concerns, restrictions, requirements or dietary restrictions as soon as possible;
- Set up and implement system of health screening for arriving campers and staff;
- Conduct inventory of supplies and submit purchase orders when necessary, ensuring timely arrival of supplies;
- Establish and 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;
- Coordinate full time coverage of the Health House with Assistant Health Care Provider and Camp Director;
- Post hours for daily medications and health care calls, review hours and procedures with campers and staff during training sessions and each camper session;
- Make appointments, when necessary, with medical / dental / mental health and welfare personnel in the community. Complete and file any necessary paperwork related to these appointments;
- Check, update, and issue first aid kits to department heads, heads of line, office, and other necessary areas or program personnel;
- Participate in and coordinate, organize or lead specific areas of staff training pertaining to camp health and safety, CPR trainings or recertification, First Aid trainings or recertification, Health House operation, and use of universal precautions for infection control, and any additional trainings required by standards;
- Keep accident / incident reports that can be used for risk-management assessment and follow-up;
- Prepare a summary and evaluation of the camp season including inventories, supply requests, staff evaluations, camper reports on health problems, health house use, dietary needs, and make recommendations for the following season and submit on time;
- 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 Director 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 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;

- Responsible for the welfare of each individual at camp and do all possible to resolve problems while always seeking the best solution for the campers and the camp;
- Responsible for the packing and storage of all Health House supplies and equipment at the end of the season;
- 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