**JOB DESCRIPTION**

**TITLE: CAMP NURSE**

**POSITION SUMMARY:**

Agassiz Village Camp Nurse ensures effective daily operations of the Camp’s Health Center and health and wellness of Agassiz Village campers and staff. Camp Nurse is responsible for overseeing all activities of the Health Center department and is accountable for the final outcomes of the department. The Camp Nurse also ensures compliance with state and federal laws and American Camp Association (ACA) standard requirements.

At the end of Camp season, the Camp Nurse supervises an efficient pack down of Health Center operations. The Camp Nurse provides the Camp Director with a formal report that includes evaluations of the Health Center staff and an operations review with recommendations for the next Camp season.

The Camp Nurse works closely with the Operations Director and Camp Director to ensure a service is consistent with the mission and goals of Agassiz Village.

**QUALIFICATIONS:**

* Licensed in Maine as a Registered Nurse or Licensed Practical Nurse.
* Has current CPR certification that is renewed annually and current first aid certifications.
* Must have medication administration certification and injectable medication training.
* Ability to originate, update, and/or monitor health care, maintain records, and implement the health care plan.
* Desire to work and live in a camp community.
* Must have the ability to work in a fast-paced environment and be highly organized.
* Must have ability to work as a team member.
* Must commit to the entire Camp season including set up and pack down.
* Must demonstrate integrity, honesty and knowledge that promote the culture, values, and mission of Agassiz Village.

**DUTIES and RESPONSIBILITIES:**

1. Ensure each staff member and camper has on file a health history and examination form, as required.
2. Set up system for health screening for arriving campers and staff, as well as a system for health screening for trips out-of-camp.
3. Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
4. Establish and follow appropriate medical routines including recordkeeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
5. Assist with coverage of the health center.
6. Post hours for daily medications and health call.
7. Assist in making appointments and coordinating care and follow-up services, when necessary, with medical/dental personnel in the community, and contact parents/legal guardians of camp participants before and/or following any visits to the doctor, dentist, or a medical/treatment facility.
8. Check and restock first-aid kits.
9. Maintain camp accident/incident reports and as indicated, report such matters to the camp director and/or physician.
10. Monitor the health of all camp staff, providing nursing interventions and seeking physician and other health services, as indicated.
11. Monitor/evaluate camp procedures, facilities, and conditions and suggest improvements and modifications that would create more healthful conditions.
12. Live on-site for the duration of the camp period and provide licensed professional nursing services as needed by state, federal, and American Camp Association guidelines.
13. Inspect camper living areas, camp program and service areas for health and safety conditions and advising camp director on same.
14. Report all admissions to the infirmary to the camp director or designee.
15. Be always available for medical emergencies, including overnight.
16. Guide counselors regarding their responsibilities in noting and reporting illness, injury or unsafe practices and conditions that might contribute to camper and staff accidents.
17. Together with the Camp Director & Health Center Staff establish health service standards and performance measures, conduct internal quality management audits and reviews.
18. Supervise end of season program operations clean up and inventories.
19. Contribute to positive team environment by paying close attention to staff concerns, morale and performance issues and communicating them in a timely manner to the Camp Director.
20. Provide Camp Director with a formal report at the end of Camp season that includes evaluations of Health Center staff and an operations review with recommendations for the next Camp season.
21. Act as a responsible member of the camp community both in and outside of the camp environment during periods of employment.
22. Participate in staff and other meetings, such as in-service training and staff development and orientation activities.
23. Perform all other duties as may be assigned by the Camp Director or designee.

**REPORTS TO:** Camp Director or designee.

**SIGNATURE:**

I have reviewed and understand this job description.

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Employee’s name Employee’s signature Today’s Date