**Health Center EMT**

**(Seasonal Summer 2024)**

**POSITION SUMMARY:** *The Agassiz Village Health Center EMT works closely* with the Camp Nurses to ensure effective daily operations of the Camp’s Health Center and health and wellness of Agassiz Village campers and staff. Health Center Staff also ensures compliance with state and federal laws and American Camp Association (ACA) standard requirements.

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

**QUALIFICATIONS:**

* Licensed in Maine as an EMS advanced EMT.
* Must be 21 or older and have a valid driver’s license.
* Possess 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, unless agreed otherwise.
* 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. Responsible for driving sick patients to the local hospital and/or emergency room center and waiting with patients while they receive care.
8. 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.
9. Check and restock first-aid kits.
10. Maintain camp accident/incident reports and as indicated, report such matters to the camp director and/or physician.
11. Monitor the health of all camp staff, providing nursing interventions and seeking physician and other health services, as indicated.
12. Monitor/evaluate camp procedures, facilities, and conditions and suggest improvements and modifications that would create more healthful conditions.
13. 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.
14. Inspect camper living areas, camp program and service areas for health and safety conditions and advising camp director on same.
15. Report all admissions to the infirmary to the camp director or designee.
16. Be always available for medical emergencies, including overnight.
17. Guide counselors regarding their responsibilities in noting and reporting illness, injury or unsafe practices and conditions that might contribute to camper and staff accidents.
18. Together with the Camp Nurse, Camp Director & Health Center Staff establish health service standards and performance measures, conduct internal quality management audits and reviews.
19. Supervise end of season program operations clean up and inventories.
20. 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.
21. 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.
22. Act as a responsible member of the camp community both in and outside of the camp environment during periods of employment.
23. Participate in staff and other meetings, such as in-service training and staff development and orientation activities.
24. Perform all other duties as may be assigned by the Camp Nurse/Camp Director or designee.

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

**Who We’re Looking For:**

We are looking to recruit a team of people whose strengths, skills, and backgrounds are as diverse as those of our campers. We are keen to have people join our team who are:

* Committed to consistent learning and growth.
* Team players, willing to help in all areas
* Organized
* Strong communicators
* Competent and creative problem solvers.
* Passionate
* Energetic and silly
* Kind and compassionate
* Flexible and able to adapt quickly
* Able to stay calm in high-pressure situations.
* Able to work LONG and challenging days

**Contract Dates:** June 21, 2024 – August 9, 2024. This position is required to live on site at 71 Agassiz Village Ln. Poland, ME 04274

**Salary:** $4,000 for the full length of the contract. Included with your salary:

* Accommodation is provided for the full contract.
* Food is provided for the full contract.

**About Agassiz Village:**

Agassiz Village is a nonprofit youth development organization whose mission is to “prepare youth for life’s journey.” Through our exceptional summer camp experience and year-long programming, youth develop and practice critical leadership and life-shaping skills that positively impact their futures. For 86 years, children from under-resourced communities in New England have come to our 330-acre lakefront overnight camp in Poland, Maine to experience unique learning opportunities, be challenged to discover interests, uncover new skills, make lifetime friendships, and connect with inspiring mentors. In addition, teens in our year-round program are supported to graduate high-school and prepare to be career/college ready.

**Our Staff Culture:** We work hard to establish a collaborative and positive community where we treat one another with kindness, understanding, and give one another the benefit of doubt. We celebrate new ideas, encourage making mistakes and trying again, and emphasize effort rather than perfection. At Agassiz Village, performing well at your job means also contributing positively to our team and environment. We teach our campers how to be compassionate, how to build connections, help them to build their confidence, and help them to bounce back when things don’t go their way. That means that we need to be strong role models of these qualities as well. Most of all, we emphasize constant growth and improvement and are always striving to find a better way to do what we do.

**SIGNATURE:**

I have reviewed and understand the roles and responsibilities of this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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