Crossroads for Kids
Position Description

Camp Nurse

OBJECTIVE: Provide a healthy, safe and nurturing environment for campers and staff, and oversee/maintain records of health care needs of all campers and staff. Additionally, to maintain a positive attitude about all camp experiences and activities; to engage only in behaviors that model appropriate actions for campers; to generally promote the mission and character values of the Crossroads for Kids organization.

MINIMUM QUALIFICATIONS:
- Current Registered Nurse in Massachusetts
- Desire to work in a camp setting
- Ability to read and dispense medications
- Ability to handle every day as well as emergency health care situations
- Ability to work well with others
- Ability to accept supervision
- Prior experience with health care of children and adults
- Ability to assist with camp-wide health care and implement camp health care plan
- At least 21 years old, with valid drivers license and acceptable driving record

RESPONSIBLE TO: Camp Director – The Camp Nurse is the medical and health advisor to the Camp Director. The quality of the relationship and trust between these two individuals will determine the success of camp in health matters.

Responsibilities:

1. To operate within the confines of the Health Center Procedures and Treatment Orders of the Camp Physician and within the perimeters established between the Camp Nurse and Camp Director.
2. To keep regular Health Center hours established by the daily schedule (twice daily)
3. To administer all medications at camp and establish a medication schedule consisting of mealtimes, health calls, and bedtimes.
4. To be prepared to take emergency cases at any time.
5. To keep a daily log in a bound volume, written in ink, skipping no pages and omitting no lines. Only the medical staff and Director will have access to the log.
6. To determine whether a camper or staff member should be admitted to or discharged from the Health Center, upon review with the Camp Director.
7. To determine which persons in camp require health care services or doctor’s services. When not an emergency, these decisions will be reviewed with the Camp Director.

8. To fill out all necessary Accident/Incident Forms provided by Crossroads for Kids, Inc. In cases requiring visits to the doctor, hospital, or in purchasing prescribed medication, the Nurse will fill out the appropriate insurance forms. These forms are due immediately (same day).

9. On the first day of each session, the Nurse, together with the Director, will inspect the heads of all staff and campers and will receive and store all medications in the Health Center for safekeeping.

10. On the first day of each session, the nurse will prepare a list of all ailments and potential hazards created by health conditions from a review of all health forms. The Director and Kitchen must be notified at once who has an allergy or ailment, such as epilepsy, that is life-threatening.

11. On the first day of each session, the nurse will prepare a list for the doctor, of medications to be dispensed that session.

12. To keep the Health Center sanitary, neat and clean.

13. To alert the Camp Director in trends of colds, conjunctivitis, and other communicable diseases and recommend methods to cease the trend.

14. To provide a short seminar to staff on basic 1st aid training and communicable diseases and make sure groups have an updated 1st aid kit

15. Upon request from the Camp Director, to be ready to assume other roles in situations not specified in these duties.

**General Qualifications Required**

The essential functions for a Camp Nurse include the ability to communicate with and provide instruction to campers and staff. The Camp Nurse must have the ability to observe camper and counselor behavior (as it relates to health care), assess its appropriateness, and enforce appropriate safety regulations. Visual and auditory ability to identify and respond to environmental hazards as well as emergency calls are required. The Camp Nurse must be able to assist campers and staff in an emergency situation and possess strength and endurance required to maintain supervision of campers and counselors when appropriate. The Camp Nurse must be able to drive a car (for doctor trips) and should also be licensed as a Registered Nurse in Massachusetts.

**Essential Functions**

Summer Programs require weekend and overnight hours (unless otherwise arranged). Candidate must be able to:
- Use the telephone
- Order, pick up, carry supplies
- Drive to complete errands
- Work under pressure on a daily basis and in crisis situations
- Have the cognitive ability to direct staff as well as campers in emergency situations
- Communicate with staff, campers, parents, and community representatives
- Endure long work hours on a daily basis
- Have physical strength to handle camper emergencies that arise
- Have visual and auditory ability to identify and respond to environmental and other hazards.