

Welcome to the 2017-2018

Camp Kesem Professional Staff Application!

This summer, we will have over 100 sessions of camp & two roles- Nurse & Mental Health Professional.

Please read before you apply

Link for our 2018 Professional Staff application can be found at the bottom of this document.

Please read through the instructions below completely before submitting your application.

- **Before filling out the application**, please make sure you have the following information on hand:
 - Name, email, and phone number for at least one emergency contact
 - Your health insurance group/policy number, if you have health insurance.
 - Your permanent addresses
 - Your Driver's License
 - Your car insurance company and policy number
- **PLEASE NOTE: You can save progress and come back to the application.** In order to do so you must click the box that says "Save my progress and resume later", enter a valid email address, and create a password. **You must keep track of this email and password - we will be unable to let you into your account without it.**
- Once we have reviewed your application, you will receive an update about the status of the application, no later than **four weeks** from the date you submitted the application.

If you have questions, please direct them as follows:

- **For technical questions**, including difficulty completing the application, or errors, please contact applications@campkesem.org . We will make every effort to reply to your inquiry within 48 business hours.
- **For questions about the position**, including any questions regarding qualifications, **please contact your local chapter**. Contact information can be found at campkesem.org. If you do not have a local chapter, and just have general questions, please contact alex@kesem.org.

- **For all other questions**, including your application status, please contact the local chapter you are applying for.

Professional Staff Position Descriptions

Preference will be given to applicants who wish to volunteer. Compensation at an agreed-upon weekly rate as an independent contractor may be arranged, and independent contractors will be required to sign an Independent Contractor agreement and provide a signed W-9 form. Reimbursement of agreed-upon travel expenses may also be provided for both volunteers and independent contractors.

Nurse Position Description

Nurse Position Requirements:

- Must be a Nurse Practitioner, RN or LVN (LVN qualification varies by state) and must hold a license (or temporary license) to practice in the state in which camp is held.

Nurse Responsibilities:

- Is in charge of all medical events.
- Is the end-all responsible for all medical needs of campers and staff.
- If a child is to be sent home, to a doctor, or to the hospital for medical reasons, the nurse has the ultimate authority for that decision.
- Is present for at least a part of counselor training (if possible) and all parts of camp in which campers will be present, including opening day at camper check-in. It is very important for the nurse to speak with each camper's guardian at check-in to make sure that the proper instructions are given for that camper's medication. Must remain at camp the entire session.
- The nurse should complete all of the required staff forms and position training.

More Nurse Information:

- The nurse should always be available in case needed for a medical event or injury - systems (walkie-talkie, PA system, golf carts, etc.) should be employed whenever possible to allow for the nurse to best access campers. The nurse should have a walkie-talkie at all times set to a designated Nurse's Channel so that they can be contacted at any time and so that sick campers are not bothered by other walkie-talkie use on another channel.
- The nurse is an integral part of the camp staff. He or she should be included in camp activities. This is a great way for the nurse to get involved with camp programs and to be interacting with campers, counselor, and staff.
- The nurse, as a medical professional and responsible, respected adult can be used as a resource for a variety of issues. Counselors and staff should feel comfortable consulting with him/her regularly on matters of camper behavior, counselor issues, etc. The nurse should do his/her best to help the counselor or camp leader manage the situation. The nurse should avoid stepping into the situation directly unless it is absolutely necessary for the safety of the camper or counselor.
- Nurses may not leave camp at any time, unless they require medical assistance. No outside visitors will be permitted at camp.

Mental Health Professional Position Description

Mental Health Professionals (MHPs) should be passionate about ensuring the well-being and general safety of children and staff members. MHPs must hold, at minimum, a Master's in psychology, social work, or a related field. The MHP provides multiple layers of support as needed to campers, their families, counselors, and other staff at camp, most of which is focused on emotional and behavioral needs that

emerge. The MHP works as part of the Health & Wellness Team (potentially another mental health professional, at least 2 nurses, and one Camp Advisor) and reports to the Program Director (full-time Camp Kesem staff who will visit camp), Camp Advisor (point-person at camp), and Hotline Operators (who will provide assistance remotely).

Mental Health Professional Responsibilities:

- Is a consultant for camp staff and leaders to help them better interact and communicate with campers and each other.
- Is a "mandated reporter" in charge of helping communicate reportable offenses that we are required by state law to report to law enforcement or social services.
- A support for camp staff, and ensure the well-being and preparedness of camp staff when dealing with emerging camp situations.
- Is present for at least a part of counselor training (if possible) and all parts of camp in which campers will be present. Must remain at camp the entire session.
- The mental health professional should complete all of the required staff forms and position training.
- Note: The MHP may not play each of these roles at their specific camp, needs vary among camps and emerging situations.

The MHP is NOT a therapy provider or caregiver: We do not provide therapy to campers, their families, counselors, or any other staff members.

More Mental Health Professional information:

- The mental health professional should always be available in case needed by a counselor or staff member. In this manner, the mental health professional will do their best to meet with each counselor individually throughout the week for "counselor check-ins" which are outlined in the "Counselor Check-in" document.
- The mental health professional is an integral part of the camp staff. He/she should be included in camp activities. This is a great way for the MHP to get involved with camp programs and to be interacting with campers, counselors, and staff.
- The mental health professional, as a professional and responsible, respected adult can be used as a resource for a variety of issues. Counselors and staff should feel comfortable consulting with them regularly on matters of camper behavior, counselor issues, etc. The mental health professional should do their best to help the counselor or camp leader manage the situation. The mental health professional should provide support to counselors working through difficult situations, and may be asked to directly step in to help resolve behavioral or personnel issues.
- MHPs may not leave camp at any time, unless they require medical assistance. No outside visitors will be permitted at camp.

[Click here to apply for a Professional Staff position](#)