



Position: Health Staff

Minimum Qualifications

- Licensed registered nurse in the state of Massachusetts or Initial EMT, Advanced EMT, Paramedic certifications.
- Experience with children and young adults
- Ability to originate, update, and/or monitor health care, maintain records, and implement a health care plan
- Current CPR and first aid certifications
- Desire and ability to work in a busy camp setting
- Good character, integrity and adaptability
- Sense of humor and patience

Responsible to: Director of Branches

General Responsibility

The Health Staff will be responsible for the Health Center that serves children and staff in all Branches programs. This includes work before the summer participant and staff health forms, histories, and verifying receipt of required physician and immunization forms, as well as prescription medication orders. The Health Staff may also be asked to meet with camper parents/guardians to discuss medical needs prior to the start of the summer season. Health Staff will tend to the daily medical needs - chronic or acute - of participants, which may include first aid needs, dispensing prescription or over-the-counter medications, appropriate care for illness or injury, and education of participants on staying healthy. This role may also include the implementation of COVID testing procedures, including positive case follow-up and contact tracing as applicable. The Health Staff will work with the program's medical consultant to establish standing orders for medications and treatment procedures. Management of the health office space and supply inventory, as well as maintenance of treatment logs and records, is also a requirement of this position.

Specific Responsibilities

- Follow appropriate medical routines including record keeping in the medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders
- Assist in the pre-season screening of camper and staff health records
- Assist in specific areas of staff training pertaining to camp health and safety
- Assist in communication with campers' parents/guardians and physicians when necessary
- Help pack up all supplies and records at the end of the season in an organized manner
- Keep accident/incident reports that can be used for risk management assessment

- Other duties as assigned by the Director of Branches

Essential Functions

- Ability to communicate and work with other staff and provide necessary instruction to campers
- Physical strength to lift/assist campers or staff
- Visual ability to read prescriptions and health exams from physicians
- Ability to maintain appropriate and required records and documentation
- Ability to observe and assess unsanitary or unhealthy conditions of the programs
- Ability to provide health care to campers between the ages of four and fifteen