



Health and Wellness Coordinator

Reports to	Program Director
Schedule	Up to 40 hrs/week, Monday - Friday 8:00am - 4:00pm (subject to change) June 22 – August 11
Pay	\$23-28/hr DOE with potential for bonus. This position is temporary, seasonal and non-benefited

POSITION SUMMARY:

The Health and Wellness Coordinator works with the Community Support Specialists to provide well rounded care for everyone at camp. Primary function is to assist youth with minor injuries per our doctor's orders. Assistance and training by an RN working remotely is available.

ESSENTIAL JOB FUNCTIONS:

- To provide basic onsite health services such as medication management, first aid, illness and injury assessment
- Maintain a secure, clean and organized health center
- Assist Lead Team in implementing ways to improve community health and well-being including preventative measures
- Comply with reporting practices
- Maintain written and/or online documentation of all medication dispersals, medical treatment, and health incidents
- Resource for camp health education as needed
- Set up nursing area ahead of first day of camp, manage nurse area during the camp weeks, and break down nursing area after camp ends; inventory, request and/or order supplies and equipment as needed/approved
- Provide health services attention and emotional support to campers and staff with minor injuries and illness; refer to physician/hospital/clinic for additional medical as needed; in the case of a medical emergency, provide CPR/First Aid until emergency services arrive
- Review each sessions' camper health files and contact guardians as needed to confirm you understand any special requests, needs, accommodations, offer information about accommodations, and ensure guardian understands behavior support practices and how to turn in medication to be dispensed at camp
- Communicate specific camper health needs/issues to staff and/or Program Leadership as needed
- Ensure that all remaining medication is returned to camper guardians at the end of each session

DESIRED EXPERIENCE | ABILITIES

- Awareness of signs of heat related illness and knowledge of mitigation efforts to reduce risk
- Knowledge of HIPPA guidelines in communication with staff and guardians
- Illness mitigation support
- Familiarity with medications and medication management
- Enjoy working with children ages 4 and up
- Great bedside manner; calm, compassionate and adaptive
- Previous pediatric and/or camp health services experience

- Strong assessment and decision-making skills; able to deal with unexpected situations and take initiative/action
- Great communication skills; ability to develop rapport and effectively communicate with campers, parents, and staff
- Spanish speaking a plus
- Demonstrate commitment to high professional ethical standards and a diverse workplace
- Must pass a criminal background check and have a valid Oregon driver's license

QUALIFICATIONS

- Licensed as an Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Paramedic, CNA, LPN, Pharmacy tech, Medical Assistant, Wilderness First Aid (WFR) or other certificate, license or credential showing knowledge of health care protocols and documentation
- Medical or nursing students and SHA (student health assistant) are encouraged to apply
- Must have or be willing to get current CPR, First Aid, AED and BLS certification

WORKING ENVIRONMENT | PHYSICAL REQUIREMENTS

- Work is performed primarily outdoors at camp (Brown's Ferry Park, Tualatin, OR), rain or shine
- Ability to respond appropriately to situations requiring First Aid/CPR. Must be able to assist campers/staff in an emergency (fire, evacuation, illness, or injury)
- Ability to be on your feet for long periods of time while at camp
- Ability to lift and carry objects of moderate weight; bend, stoop, kneel, crouch, push and other strenuous activities

TO APPLY:

Fill out an application online through the staff portal: <https://willowbrook.campmanagement.com/>

ORGANIZATIONAL OVERVIEW:

Willowbrook is an outdoor, six-week summer day camp which offers a rich environment of integrated arts and nature. It provides opportunities for children to develop their creative potential through experiences in the arts and environmental studies in an atmosphere that mentors and nurtures the whole child, promotes a spirit of peaceful collaboration, and encourages individual exploration and expression. For more information, visit www.willowbrookartscamp.org

Willowbrook Camp is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.