



Volunteer Staff Position Description

Position Title: Health Services Coordinator

Responsible To: Facilities Services Coordinator

Qualifications:

- Registered medical professional (MD, PA, NP, RN, LPN)
- Licensed to dispense medications in the state of Illinois
- Ten years of demonstrable health service experience preferred
- Current CPR and First Aid certification
- Auditory and visual ability to respond to critical incidents
- Physical ability to lift/assist campers and staff for treatment
- Visual and cognitive ability to read prescriptions, health exams, standing orders, etc.; to use telephone; to assess unsanitary or unhealthy conditions of camp
- Good organizational skills
- A passion for working with teens
- Camp experience preferred
- Ability to communicate with campers, staff and parents effectively and compassionately
- Understanding of legal issues for camp health programs at county, state and federal levels
- Willingness to assume responsibilities on behalf of the camp as directed
- Supportive of the camp mission

General Responsibility: Primarily responsible for the implementation of the camp's medical plan, including, but not limited to, dispensing medication and first aid/emergency response. The duties of the health services coordinator and other medical staff must not exceed their training and/or State licensure.

Specific Responsibilities:

- Provide the best health care possible, given restraints of camp environment
- House and dispense prescribed and OTC medications
- Be at the Health Center for scheduled hours during the day and evening to care for illness and injury
- Manage Health Center staff and staff schedules
- Be on-call 24 hours a day for the duration of camp, including orientation and shut-down
- Decide when a camper is too sick to remain with her dormmates in her cabin
- Provide professional, comprehensive and appropriate documentation for the Health Center
- Work with Office Manager to appropriately inventory health-related supplies and make purchases of necessary items
- Identify and establish relationship with camp personnel holding CPR, First Aid and Lifeguard certification
- Communicate health care requirements with counselors and staff as needed
- Communicate persistent or exceptional health-related issues to the Camp Director or Assistant Camp Director
- Develop, with Facilities Services Coordinator, an emergency protocol approved by Camp Director and Assistant Camp Director
- Develop, with Chaplain and Camp Director, an appropriate response protocol for circumstances requiring professional counseling
- Develop appropriate agreements with local health providers
- Maintain a clean, safe and orderly Health Center
- Provide training and instruction for Health Services staff
- Evaluate each Health Services staff member at end of session
- Respond in a timely manner to requests from the office
- Maintain an upbeat, positive, and efficient environment in the Health Center
- Serve as a role model of spiritual and emotional maturity for campers and staff; endeavor to share Christ in meaningful ways through words and actions
- Support the camp program by attending campus-wide assemblies as available
- Provide input to Core Planning Team regarding policy and administrative decisions
- Assist camp leadership in other duties as called upon