

**Camp Ocean Pines
Position Description**

Job Title: Healthcare Coordinator			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon

Position Purpose

A Camp Ocean Pines Health Coordinator will ensure all aspects of camper health and safety; helping assist Healthcare Supervisor when needed, reviewing camper records, performing campers' initial health checks, accepting and administering medications, maintaining health logs during all summer camp sessions.

Essential Functions

Must be able to perform the following functions unaided or with the assistance of reasonable accommodation:

- Help review all health records before camp sessions, communicating with families when needed.
- Help cover health center and medication administration when needed.
- Oversee all COVID-19 testing and procedures for staff and campers alongside Summer Camp Director.
- Support the intake and outtake of all camper medications on check in and out days.
- Administer medications to camper per health histories and doctor orders.
- Help maintain all Camp medical logs from medication administration and daily health logs.
- Setup and maintain Camp's health center to a high quality of cleanliness.
- Order and create Camp first aid kits, including maintaining contents throughout the season.
- Create organized system to store medications to protect health of all campers and staff.
- Perform health checks for all campers within first day of camp.
- Communicate with Senior Programs Director and Director team in emergency situations.
- Help lead training about basic healthcare for Camp staff.
- Respond to any health concerns around Camp following Camp Health Protocols.
- Provide a safe, welcoming space where all campers feel accepted.
- Help lead Camp activities that are age appropriate, mission driven and creative.
- Serve as a mentor to Camp youth, providing advice and coaching techniques when appropriate.
- Be a positive role model to youth and Camp staff in attitude and behavior.
- Communicate efficiently with leadership on how to assist yourself and campers.
- Maintain proper self-care for self; mental and physical.
- Participate in Camp evaluations of self, maintaining a growth mindset.

Other duties as assigned by Camp Ocean Pines

Other Duties and Responsibilities

Consistently provide friendly courteous assistance, including building and maintaining healthy professional relationships with campers, parents, staff and guests.

Support and contribute to a safe, clean environment for all guests and staff.

Be tech-free while working with campers, only to be used on off-times.

This job description is subject to change at any time.

Knowledge, Skills and Abilities

Required:

- Must be 21 years of age
- Experience working with youth and understanding of child development
- Experience and/or background in school or youth programs.
- Ability to make decisions and act wisely in emergencies
- Be willing to work in an outdoor camp facility
- Excellent oral and written communication skills
- Maintain a positive attitude in complex situations after working long hours
- Adjust quickly to changes with open mind and flexibility
- Proof of completed COVID-19 vaccinations, including booster upon eligibility

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Department:	Summer Camp	Supervisor:	Nicole Lauhon
Preferred: Spanish/ASL language skills Training in Mental Health counseling for youth and adults Experience in trauma-informed, culturally relevant, and culturally responsive teaching			

Certificates and/or licenses:
 Licensed Physician, Physician's Assistant, Registered Nurse, Nurse Practitioner, or Paramedic. License/certification must be current and valid for the state of California **(required)**
 Current California Food Handlers certificate prior to start date **(required)**
 Successfully complete a background check and LiveScan fingerprint **(required)**
 Current First Aid/CPR/AED certification prior to start date **(required)**
 Valid United States driver's license **(preferred)**

Performance Evaluation
 Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director.

Compensation
 Healthcare Coordinator wages range from \$30 - \$32/hr between 15 - 30 hours a week. Housing is not provided with this position. Meals are provided when camp is in session.

Employee Acknowledgement

I have reviewed this job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in this job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my employer. I have discussed any questions I may have about this job description prior to signing this form.

Date	Print Name	Employee Signature