

Health & Wellness Officer Position



Responsible to: Director of Programs (DoP)

Function: Provide leadership and guidance to the health and wellness of campers and staff at Camp Tall Turf.

Specific Responsibilities

- A. Orientation
 - a. Train staff in all health and safety procedures, precautions and routines.
 - b. Provide orientation on blood borne pathogen procedures.
 - c. Instruct staff in current first aid methods.
 - d. Participate in developing a chapel presentation to be presented to the campers each session.
 - e. Guide counselors to understand responsibilities in noting and reporting illness, injury, or unsafe practices and conditions that might contribute to camper or staff accidents.
 - f. Train counseling staff to report possible health issues of campers, including dietary habits such as failure to eat a variety of foods, rapid gain or loss of weight, and any symptoms of disturbance such as restless sleep, nail-biting, thumb-sucking, bed-wetting, withdrawal or homesickness.
- B. Body Shop Hours
 - a. Be present for open office hours Immediately after breakfast, lunch and before evening devotions as well as during free swim for campers. Staff will have additional access to the health office during evening snack shack hours.
 - b. Post signs and check daily to make sure it is in sight for campers.
 - c. Keep the infirmary and assigned living quarters neat and clean at all times.
- C. Attend to the health needs of campers.
 - a. Collect medications on the first day of each session during registration and the camp tour.
 - b. Review health forms and discuss particular items with the counselor concerned on the first evening of each session.
 - c. Regularly take physical checks on campers and at the first evening of each session. Note illnesses or changes in dietary habits of campers.
 - d. Administer all medications and treatments according to physician's order and keep records of all such treatments.
- D. Notify Parent/Guardian of Illness and Sending Campers Home
 - a. Parents will be notified of their child's ill health in the following circumstances:
 - i. Immediately, if serious accident or injury has occurred; or if the child needs to be sent home.
 - ii. When a health problem becomes apparent and is not indicated on the registration health form completed by the parent or guardian.
 - iii. The child acquires a contagious illness while at camp.
 - iv. An injury or illness acquired at camp needs the treatment or prognosis of a medical doctor.
 - v. The child needs to spend the night in the infirmary due to an illness or injury.

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- vi. The child becomes ill during the last 24 hours of his/her stay at camp and an appointment should be made at home to see the family doctor.
- b. Campers will be sent home if too ill, especially with a contagious disease, if the camper has a fever for two days and does not participate in camp activities. Before contacting the parent/guardian of a camper:
 - i. Communication between the Director of Programs and Summer Program specialist is required.
 - ii. Communication with the camp doctor is required.
- E. Assist Specialists and Director of Programs in Interpreting and Enforcing Policies
 - a. Report all admissions to Summer Program Specialist and DoP.
 - b. Speak with Summer Program Specialist and DoP if a camper is ill enough to warrant notification of a parent and/or a camper needs to be sent home.
 - c. Inventory reports of medication and supplies are due to the DoP on the last full day of each camp session.
 - d. Maintain and revise "Health & Wellness Role" notebook for next session.
 - e. Hand out and record all items borrowed by campers (sleeping bags, towels, etc.). Collect items at the end of each session.
 - f. Ensure first-aid kits are in place and inform DoP of any additional needs.
 - i. Waterfront - each morning (4-dock, canoes, kayaks, boats)
 - ii. Vehicles – once a session (1 per vehicle)
 - iii. Campouts - communicate with the appropriate staff the evening before all campouts
 - iv. Kitchen – once a session (1)
 - v. High Adventure Areas & Cabin Activities: archery range, barn, nature center, challenge courses, nature trail--work with the Adventure Programming Director, Barn Specialist and Naturalist – once a session (6)
- F. Implement Camp Programming
 - a. Open infirmary on the first day of each session for the camp tour. Instruct all campers on infirmary policies.
 - b. Teach classes in the afternoon.
- G. Provide Leadership to Cleanliness and Lost-and-Found
 - a. Collect and launder bed-wetting articles from cabins each morning as needed and as notified by counselors (clothing and bedding). Distribute items when clean.
 - b. Use a hose provided by the tripping area to rise out clothing and shoes from campers who have fallen in the swamp.
 - c. Display lost-and-found articles to campers at least twice per session.

Other Camp Responsibilities

- A. Attend prayer times (beginning of cabin clean up and rest period).
- B. Write a letter daily to a camper in your assigned support cabin.
- C. Take part in the Passion Play.
- D. Assist with taking down chairs and tables before and after special events.
- E. Assist with cabin activity preparations and rest period work projects.
- F. As assigned, participate in lunchtime devotions.



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- G. As assigned, take swim duty.
- H. As assigned, participate in chapel. Find a replacement if absent.

Essential Functions

1. Ability to communicate and train staff and campers in safety regulations and emergency procedures.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
3. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
4. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives.
6. Cognitive and communication abilities to supervise and lead peers and campers including emergencies.
7. Ability to follow state health, fire, and ACA regulations.
8. Physical strength to carry children and respond appropriately to situations requiring rescuing children in all situations.
9. Ability to read prescriptions and health exams from physicians.
10. Ability to observe and assess unsanitary conditions at camp.

Qualifications

1. Minimum age of 18 years.
2. Must be certified in Responding to Emergencies (RTE) (R650010), First Aid (R652031), CPR for the Professional Rescuer (R652049).
3. Knowledge of camp and ACA policies and FIA government regulations.
4. A day camp that has less than 20% of its campers with disabilities shall have, at a minimum, an agreement for the provision of emergency medical services with the local emergency services provider or EMT that is within a 5-minute response time, or employ a health officer who is on duty at the camp during all hours there are campers present and be 1 of the following:
 - A licensed physician.
 - A licensed physician's assistant.
 - A licensed nurse practitioner.
 - A registered nurse.
 - A licensed practical nurse.
 - A licensed emergency medical technician.
 - A licensed medical first responder.
 - An adult who is certified as a wilderness first responder or has met the requirements equivalent to those set forth by the National Outdoor Leadership School manual number 16175.