

Position Description

Long Point Camp



DOING THE
MOST GOOD™

Position Title: Health Center Assistant
Department: Support Staff
Classification: Seasonal

Position Summary:

As Health Center Assistant, help plan and carry out a program of health and safety for campers and camp staff insofar as certification and health codes allow. This position is directly supervised by the Health Center Director.

General Healthcare:

1. Assist with a physical check of every camper and medical records upon their arrival at camp.
2. Assist with proper storage of supplies in the Health Center.
3. Maintain cleanliness of Health Center.
4. Assist with medication passes as instructed by the Health Center Director.
5. Provide support to the Health Center Director during emergencies.
6. Transport campers and staff requiring care and treatment off site.
7. Remain with campers and staff while in the Health Center as directed by the Health Center Director.
8. Supervise children requiring overnight accommodation and care in the Health Center.

Staff Support:

1. Assist the Health Center Director during his/her distribution of medication.
2. Assist the Health Center Director with the orientation of staff and their ongoing instruction as it relates to treatment, policy and procedure.
3. Assist counselors when their campers experience severe homesickness.

Medical Records:

1. Assist Health Center Director with inventory of Health Center equipment and supplies, placing orders as instructed.
2. Maintain the confidentiality of all medical records and admissions to the Health Center.

General Responsibilities:

1. To maintain personal appearance and adhere to all personnel policies and practices as presented in the Long Point Camp Staff Manual.
2. To support and assist in the program planning and other camp wide activities as assigned.
3. To support all camp-wide activities, such as evening programs and devotions, insofar as they do not conflict with specific job duties.
4. To adhere to all policies and practices of Long Point Camp as indicated in the Staff Manual.

Minimum Job Requirements:

1. Must be at least 18 years old.
2. Must have prior work experience.
3. Must have a valid driver license.

Signature of Employee

Date

Signature of Camp Director

Date