

Wildwood Ranch

Job Description

POSITION: HEALTH OFFICER

RESPONSIBLE TO: ASSOCIATE EXECUTIVE DIRECTOR
ASSISTANT PROGRAM DIRECTOR

QUALIFICATIONS:

In addition to those qualifications listed in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW, the Camp Health Officer should:

1. Be a Licensed Physician, a Registered Nurse, Licensed Practical Nurse complying with the rules of the State Board of Nursing; or an adult who has satisfactorily completed training and certification that is equivalent to the requirements set forth in the American National Red Cross Responding to Emergencies First Aid (manual number 6500100).
2. Be emotionally stable and capable of making good health judgments.
3. Be able to cooperate with other staff members.
4. Be able to keep accurate detailed records.
5. Be willing to live in a service position in a camp setting and work irregular hours with limited or simple equipment and facilities.

RESPONSIBILITIES:

In addition to those responsibilities listed in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW, the Camp Health Officer is responsible for:

1. Health and safety of all camp personnel.
2. Check in all campers on registration day. Check medical forms. Check physical condition of each camper.
3. Ask parents and camper if he/she is allergic to bee stings or anything else, and if the camper has medication with him/her.
4. All medical forms and health history should be filed alphabetically and kept in the office. A personal laptop is preferred as digital copies are used in the infirmary. Responsible for maintaining security and confidentiality of medical forms while in his/her care.
5. Office hours for the health officer need to be posted on the infirmary door and in Dining Hall. This time should be discussed with the Associate Executive Director.
6. The whereabouts of the health officer should be known at all times. If the health officer leaves the camp, A QUALIFIED INDIVIDUAL should be designated by the Associate Executive Director to cover the office.
7. Be alert to regulations pertaining to safety, sanitation, and health. Report any problems to the Associate Executive Director.
8. Keep a record of every person, who reports for illness or injury and the treatment given in the infirmary log book with notations regarding date, time, description of accident / illness, treatment and dosage (if applicable).
9. Proper insurance forms should be used when a patient is taken to the doctor or hospital.
10. Notification of parents in case of sickness or accident must be cleared with the Associate Executive Director.
11. Order equipment and supplies, with permission. Keep infirmary clean and keep adequate supplies.
12. Clean and sanitize surfaces, equipment, etc. according to Health Department guidelines.
13. Dispense medications to staff and campers at proper times.
14. Warn all camp personnel about dangers of sunburn, poison ivy, and over fatigue.

Responsible for overseeing the distribution of water as needed.

15. Attend and participate in staff meetings each day and on Sundays.
16. Put the needs of the campers before your own needs/desires.
17. Show love to all campers while they are at camp.
18. Work alongside & support other staff you come in contact with throughout the day.
19. Help campers keep the campgrounds clean by teaching them about the "Leave No Trace" concept.
20. Assist Leadership Staff during evening activities, including campfires (unless engaged in Health Officer duties).
21. Greet camper families with great enthusiasm when they arrive at camp/bus stop.
22. Greet with great enthusiasm the bus when it arrives with campers from Detroit.
23. Encourage & build up the excitement of the summer theme, clean cabins and cabin competitions each week.
24. Be an example of true Christian character and conduct.

TRAINING:

1. Wildwood Ranch Staff Training.
2. Certification that is equivalent to the requirements set forth in the American National Red Cross Responding to Emergencies First Aid (manual number 6500100).
3. Health Officer Training available through Wildwood Ranch.