Camp Albemarle Health Officer Job Description

Reports to: Director of Camp Ministries
Dates of Job: TBA

Purpose of Position:

- Provide immediate medical care for campers and staff.
- Ensure that all campers receive medications in a timely manner and staff are properly equipped with first aid and emergency medical supplies.

Qualifications:

- Must be a professed Christian and follower of Jesus Christ and his teachings
- Must be at least 20 years of age, or turning 18 by September (Class of 2020)
- Must be able to stay at camp from open to close for the majority of camp sessions (except for daily time off)
- Must be CPR/First Aid certified by the beginning of camp sessions (We provide CPR/First Aid training during staff week)
- Preferred EMT BASIC, Licensed Practical Nurse, or other relevant training

Specific Responsibilities:

- Attend, participate, and lead in leadership training, program training, and staff week.
- Coordinate the medical checks performed during check in. (lice check, med drop off, etc.)
- Ensure that all counselors have access to a bag with basic first aid supplies and emergency medical supplies (epi-pens, inhalers, etc.) for their campers.
- Ensure that all daily medication is given to campers at the necessary times.
- Maintain first aid kits at all program areas at camp.
- Keep the infirmary clean, sanitary, and allergen-free.
- Provide medical care for campers and staff as necessary at program areas or in the infirmary, and log treatments and over the counter medications into a permanent record.
- Review all records and logs with the Health Supervisor on a regular basis.
- Maintain required health forms for all campers and staff, any substances given to campers or staff, and accident/incident reports.
- Maintain a medication administration log for all prescription medications given at camp to both campers and staff

- Keep an inventory of medical supplies, and communicate any needs to the Assistant Director.
- Create a system for staff going off-site with campers to give medications and keep appropriate records.
- Work with the off-site Health Advisor to decide on proper care for campers.