



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Hayo-Went-.Ha Camps JOB DESCRIPTION

Job Title: **Health Officer**
Classification: Exempt (Seasonal)
Salary: As noted on your camp employment agreement
Other Compensation: Room and Board
Reports to: Camp Director
Revision/Review Date: March 2022

POSITION SUMMARY

The Health Officer is responsible for overseeing the health and safety of campers and staff through the use of first aid, distributing medication, and anything else required to ensure the best possible experience for everyone on camp.

ESSENTIAL FUNCTIONS

- Provide healthcare to meet individual needs of camp staff and campers.
- Collaborate with other medical staff to meet medical needs.
- Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
- Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
- Set up the camp Health Center.
- Inventory and order all necessary medical supplies and equipment.
- Maintain accurate and detailed medical records according to state and American Camp Association Standards.
- Ensure staff and camper health examinations are current and on file.
- Prepare and utilize daily medical log for treatment and medications.
- Prepare and record insurance and accident report forms.
- Oversee First Aid procedures and supplies.
- Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.
- Ensure supplies are well stocked and distributed as needed.
- Ensure a staff orientation session is delivered on medical services.
- Ensure camp staff and campers know their role related to health care and first aid.
- Screen all campers and staff who are arriving and departing camp.
- Verify health history and examination.
- Verify emergency authorization.
- Identify any observable evidence of illness or communicable diseases.
- Conduct a health assessment.
- Keep all medications used by campers and staff.
- Performs any other functions necessary for the smooth and efficient operation of camp to make experience the best it can be for our campers.

REQUIREMENTS/QUALIFICATIONS:

- CPR certified.
- Current First Aid certification and experience in first aid and emergency procedures.
- Valid and current driver's license.
- Experience in both children and adult illness/injury care.
- Desire to work with children and young adults.
- Community health knowledge.

YMCA LEADERSHIP COMPETENCIES:

- **Relationship-building:** Creates and maintains authentic relationships while enhancing individual and team performance.
- **Communication:** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.
- **Developing Others:** Recognizes and acts on the need to continually develop others' abilities to attain the highest level of performance.
- **Decision-making:** Integrates logic, intuition, and sound judgment to analyze information to identify key opportunities, make thoughtful decisions and solve problems.
- **Leadership:** By providing the right example, motivates and encourages others in pursuit of common goals.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to lift/assist campers and staff.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Maintain a written record system.
- Ability to quickly get to remote locations on camp property over uneven terrain.
- Observe and assess sanitation and safety conditions of the camp.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Possess endurance to meet emergency needs.
- Ability to drive to off-camp health providers, physicians, or emergency treatment locations.

EFFECT ON END RESULTS

The Health Officer at YMCA Hayo-Went-Ha Camps plays a vital role to ensure the best possible experience for the campers. The end result will be measured by the overall health of campers and staff, as well as the evaluation by the camp director at the end of the summer.

Note: Employees are held accountable for all duties of this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

SIGNATURE:

I have reviewed and understand this job description and 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 the YMCA Hayo-Went-Ha Camps. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

Employee's name

Employee's signature

Today's date: _____



