

Job Title:	Health Coordinator	Reports To:	Camp Director
Department:	Outdoor	Travel Required:	Minimal
Location:	Camp Linden- Linden, MI Camp Merrie Woode- Plainwell, MI	Status:	Seasonal
Salary:	\$70 per day (position requires a 6-day workweek)	Date Posted:	February 14, 2019

To apply please include a cover letter, resume, or employment application. Applications accepted by:

Subject Line: Health Coordinator- Preferred location
Email: camplinden@gshom.org or campmerriewoode@gshom.org
Website: <https://www.gshom.org/en/our-council/careers.html>
Fax: (269)492-1439

MAIL: HR – OUTDOOR DEPARTMENT
 Girl Scouts Heart of Michigan
 Subject Line: Health Coordinator –
 601 W Maple
 Kalamazoo, MI 49008

Job Description

POSITION SUMMARY/OBJECTIVE

The Health Coordinator is responsible for overseeing the health and safety of campers and staff.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide health care to meet individual needs of campers and staff.
- Follow health care procedures as described in the Healthcare Manual and standing orders.
- Set up the camp Health Center.
 - Inventory the Health Center at the beginning and end of the camp season.
 - Order all medical supplies necessary to comply with stand medical orders and GSHOM procedures.
- Maintain accurate and detailed records of medical treatment according to camp procedures; transferring logs from unit and program area first aid kits to the general camp health log.
- Ensure staff and camper health paperwork is current and on file.
- Log medications given to campers and staff.
- Transfer all records from unit and program area first aid kits to general camp health log.
- Prepare and record insurance and accident report forms.
- Coordinate with trip staff to ensure all necessary documents, medications, and medical supplies accompany campers and staff on trip.
- Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.
- Check and restock (if necessary) supplies in all first aid kits on a weekly basis.
- 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.
- Train trip staff on their role in regards to medications while away from camp.
- Provide or ensure orientation is provided that includes standing orders, clinic hours, specific camper health and social needs, health center procedures, emergency procedures, growth and development of age groups, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition, and first aid in the camp setting.
- Screen all campers who are arriving and departing camp for sign of illness or abuse.
- Check in with staff at the beginning of each week to ensure they are feeling well and able to work.
- Verify with parent/legal guardian correct medications and dosage for all campers.
- Conduct a health assessment including lice and temperature check at check-in.
- Keep all medications used by campers and staff in a secure location within the Health Center.

- Supervise sanitary conditions throughout camp including a daily check of cleanliness in the food service facility, restrooms, and other areas throughout camp.
- Take appropriate action to ensure sanitary conditions.
- Report any health problems or symptoms of illness to the Camp Director.
- Other duties as assigned.

EDUCATION/QUALIFICATIONS

- Must have or be willing to obtain Responding to Emergencies and CPR for the Professional Rescuer certifications or higher.
- Experience in first aid and emergency management.
- Experience in both children and adult illness/injury care.
- Experience in medication tracking and dispensing.
- Age 21 or older preferred due to ACA guidelines.
- Possess endurance necessary for emergencies.
- Possess valid driver's license and clean driving record.
- Must be willing to become a member of Girl Scouts.
- Must be able to pass State and National background check.
- Ability to lift/assist campers and staff.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to drive to off-camp health provider, physician, or emergency treatment locations
- Provide leadership in the camp's risk management program.
- Comfortable contacting parents concerning the status of their child's health by telephone or email as needed.
- Knowledge of community health and outside health resources.
- Competencies: Customer focus, teamwork orientation, behavior management, youth development, risk management

COMPETENCIES

- Customer Focus
- Teamwork Orientation
- Behavior Management
- Youth Development
- Risk Management

WORK ENVIRONMENT

Operates in a professional camp environment and will live on site. This role routinely uses standard office equipment such as computers and phones. Ability and willingness to work in various activity areas within camp (archery, campfire, waterfront, hiking, etc.) in all types of weather from rain, snow, extreme heat and cold. Must be able to move around the camp property to reach staff and campers. Will spend majority of hours each day standing and interacting with children.

WORK SCHEDULE

- Position requires flexibility with schedule, typical schedule is Sunday through Friday
- Position requires living on site and working evenings.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

COMPENSATION

- Room and board
- \$70 per day (position requires a 6-day workweek)

LOCATION EMPLOYMENT DATES

Camp Merrie Woode: June 14th through August 26th, 2019

Camp Linden: June 14th through August 26th, 2019

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____