



## **Health Officer (RN/LPN)**

### **Job Description**

**Reports To: Lead Health Officer**

#### **Mission**

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social, and spiritual living and to make a positive difference in their communities and in the wider world.

#### **General Overview**

The Health Officer works under the direction of the Lead Health Officer to administer a sound program of health and safety that follows all Michigan state health regulations and American Youth Foundation and American Camp Associate standards. The Health Officer works with the Health Team to administer health care and medications for all staff and participants. Summer 2022 includes two weeks of staff training, followed by one two-week and one three-week session ending on July 30.

#### **Essential Functions**

##### **Health Clinic Operations**

- Participate in Health Center operations and treatment of all campers and staff, including health checks upon arrival, daily clinics after meals, supervising campers in Health Clinic, and care and cleanliness of the clinic
- Assume responsibilities of the Lead Health Officer in their absence
- Provide overnight supervision of campers in the Health Center and serve as the nighttime first responder for health issues
- Participate in staff training to educate staff on Health Center procedures, preventative care of self and campers, emergency response, and pertinent COVID-19 protocols
- Collaborate with health team to determine daily and weekly responsibilities based on programmatic needs
- Ensure first aid kits are stocked and maintained in appropriate locations and prepared for outcamping trips, as needed
- Implement communicable disease plans and COVID-19 protocols, including onsite testing and symptom monitoring

##### **Medication Administration and Documentation**

- Ensure all camper medications (prescription and non-prescription) are collected and administered as directed by a physician
- Prepare camper medications to be distributed by leaders during onsite and off-site trips and instruct all staff on how to use and record medications given
- Maintain Health Center clinic logs, parent communication logs, and medical administration records
- Responsible for contacting parents concerning camper health status, as needed

- Assist Lead Health Officer in preparing a closing summer report including equipment inventory and needs, treatment records of staff and participants, infirmary and hospital visits and admissions, records for insurance companies, and recommended updates to Miniwanca Health Center manual.

### **General Functions**

- Encourage leadership development, healthy community living, Best Self practices and balanced Four-Fold growth according to the philosophy of AYF by instruction and example.
- Protect the safety and health of campers by adhering to community expectations and following all policies and procedures outlined in the Staff Handbook, including our alcohol-, drug-, and tobacco-free camp policy and AYF COVID-19 Staff Eligibility and Expectations.
- Fully participate in the care and enjoyment of the camp community, including community activities and staff training, as time allows.
- Promptly discuss difficult situations that arise in camper or staff relationships, discipline, and other concerns with the Lead Health Officer and the Camp Director
- Establish personal and professional goals for the summer and work toward those goals.

### **Required Skills**

- Ability to respond to and direct campers and staff in emergency situations
- Ability to lift and/or physically support or assist youth and adults.
- Strong emotional and mental health. Must be adaptable and exhibit good judgement to determine what is in the best interest of the campers in their care.
- Effective communication with youth participants and adult staff across a wide range of identities and backgrounds. Ability to foster positive relationships
- Ability to understand, promote, actively include, and work effectively with diverse perspectives and identities
- Thorough understanding of critical issues shaping the lives of young people in the U.S., especially racial and gender equity, inclusivity, justice, ethics, and cultural competency

### **Vision for All AYF Employees**

- Show commitment to the [AYF Core Values](#) of safety, respect, responsibility, stewardship, and inclusion.
- Support the organization's mission, vision, and ethics by displaying the following behaviors:
  - Integrity, openness, and honesty, listening and understanding, giving, and receiving constructive feedback, seeking a balance between personal and professional lives, dependability, and accountability.
- Adhere to all policies and guidelines as described in the AYF employee handbook.

### **Work Environment**

- Position is located at Miniwanca in Shelby, Michigan. The Miniwanca site necessitates the ability to move through rugged terrain.
- Health team members will live onsite during staff training and during the two camp sessions, including weekends and evenings. Private housing and all meals are provided.

### **Education, Experience, or Certifications**

- Licensed Registered Nurse or Licensed Practical Nurse required
- Must be 21 years old or older

- Previous experience working with children, adolescents and/or young adults required
- Strong teaching/facilitating and leadership skills preferred

**Benefits**

- Seasonal pay: \$6,300
- AYF will pay Michigan state licensing fees, if needed
- Referral Bonus: \$200 paid at the end of summer for each hired employee referred
- Health team members will receive one day off for every six days worked.
- Camp tuition discount, and/or childcare may be available for Health Officer dependents
- Dates of employment for health team staff may be flexible

*Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals based on merit and / or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.*

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*