

# Miniwanca Lead Health Officer (RN/LPN)

## Job Description

**Reports To:** Director of Miniwanca

**Supervises:** Health Officers, Assistant Health Officer



### American Youth Foundation Mission

We dare people to discover and celebrate the very best in themselves and others; inspire them to explore diverse perspectives and complex challenges; and embolden them to live courageously, engaging their full capacity.

**Job Location:** Position is located at Miniwanca in Shelby, Michigan. The Miniwanca site necessitates the ability to move through rugged terrain. The Lead Health Officer will live onsite during staff training and during the two camp sessions.

**Job Type:** Seasonal

### Job Summary:

The Miniwanca Lead Health Officer is responsible for overseeing the health and safety of the camp community. The Lead Health Officer ensures that Miniwanca follows all Michigan state health regulations and American Youth Foundation and American Camp Association standards. The Lead Health Officer supervises other members of the health team and oversees the health and wellness of Miniwanca participants and staff while operating and maintaining the Health Center. Summer 2024 will include four weeks of paid staff training and summer preparation. Onsite responsibilities begin June 7, followed by two three-week camp sessions ending August 11.

### Position Responsibilities:

#### *Health Clinic Operations*

- Manage Health Center operations and treatment of all campers and staff according to the Standing Orders under direction of the Miniwanca Medical Advisor/MD.
- Follow all policies and protocols outlined in the Miniwanca Health Center Manual, including post-meal clinics, supervising campers in Health Center, documentation, and care and cleanliness of the clinic.
- Review and sign the Miniwanca Health Center Manual, annually.
- Respond to all incidents requiring medical assistance and onsite emergencies 24 hours a day.
- 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.
- Work with the AYF Lead Health Officer to conduct pre-summer medical review of campers and staff, ensuring all forms are complete and reviewed prior to opening day.
- Complete health checks of all campers and staff at registration.

#### *Management and Oversight*

- Train Health Center staff on AYF health procedures, use of accident/incident reports, preventative health management, basic first aid, and communicable disease protocols.

- Supervise and collaborate with the Health team to determine daily and weekly responsibilities, then schedule staff to fulfill all programmatic needs.

***Medication Administration***

- 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.

***Documentation***

- Ensure required documentation is on file for all campers and staff, including health history, health memorandum, medication list, and immunization records.
- Document all Health Center admissions, care, treatments, and medication administration.
- Maintain clinic logs including parent phone calls, emergency room and outside clinic visits, and medication administration records.
- Complete a closing summer report including equipment inventory and needs, treatment records and chief complaint trends for staff and participants, infirmary and hospital visits and admissions, records for insurance companies, and recommended updates to Miniwanca Health Center manual.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

**Skills and Qualifications:**

***Required:***

- Valid Registered Nurse or Licensed Practical Nurse license in the State of Michigan.
- Must be 21 years old or older.
- Minimum 2 years' experience working in school or camp health, or hospital setting.
- Previous experience working with children, adolescents and/or young adults.
- Previous experience with emergency medical response.
- 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.
- Support the organization's mission and vision with integrity, dependability, and accountability.
- Interact effectively with individuals and groups respecting social and cultural diversity. Establish and maintain appropriate professional relationships and interpersonal skills that contribute to a positive community.
- Demonstrate passion for serving youth, encouraging campers to explore through play and creating a space where youth feel included and a sense of belonging.
- Fully participate in and be present at all camp community activities, including staff training activities.
- Maintain effective mental, emotional, and social interactions in our youth centered residential summer camp program.
- Ability to handle stressful situations appropriately, maintaining mental, emotional, and social resiliency needed for the job in a fast-paced, interactive environment.
- Use effective and appropriate self-care practices for maintaining overall wellness.
- Follow all guidelines and policies as described in the AYF (American Youth Foundation) employee handbook.

**Preferred:**

- Strong teaching/facilitating and leadership skills.
- Experience working in camp health clinic.
- 5 years' experience working in the nursing field.

**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, to be available 24 hours/day in case of emergency response.
- Housing and all meals are provided.
- Staff live in a communal space with other staff or in cabins with campers, depending on position.

**Compensation:**

- Weekly pay: \$1000/week
- The Lead Health Officer will receive one day off for every six days worked.
- Fee for Michigan Nursing License, if needed.

**Company Culture:**

The AYF believes that how we act and interact reflects who we are as a community. In practice, at the AYF we value investing in youth, stewarding the environment, encouraging participants and staff to explore and develop their values and beliefs, belonging in community, and growing together.

*Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of 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.*

*Updated: 11/30/2023*