

Camp Caspar Gregory, Inc.

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P.O. Box 322
Aurora NY13026

JOB DESCRIPTION – HEALTH DIRECTOR

Minimum Qualifications:

- At least 21 years old.
- Possess license/certification as a Doctor, NP, PA, RN, LPN, or EMT.
- Possess current certification in Responding to Emergencies (RTE) First Aid.
- Possess current certification in CPR for the Professional Rescuer (CPR-FPR).
- Must be able to:
 - Safely operate a motor vehicle
 - Identify and respond to hazardous situations
 - Keep clear, concise records and reports
 - Think clearly and respond appropriately in the case of an emergency
 - Observe and respond to camper behavior
 - Work with people of different ages and backgrounds
 - Be familiar with Camp Gregory history, philosophy and facilities
 - Adhere to the staff guidelines

Responsible to:

Camp Director/ assistant director/camping committee chairperson. Will be expected to be involved as staff in camp activities unless otherwise needed for medical aide and must be accessible at all times.

General Responsibility:

Provide health care to all campers and staff.

Specific Responsibilities:

- Become knowledgeable of Camp Safety Plan and State Health Codes.
- Provide training to camp staff regarding health and safety procedures.
- Establish working relationships with local medical, rescue, and emergency facilities.
- Supervise the medical aspect of check-in of all campers, volunteers, and staff, including collection of signed health forms, collection of medications, preparation of health alerts for counselors and staff, and reporting any special dietary needs to the food service staff.
- Maintain the camp infirmary/Keep inventory of medical supplies and stock all camp first aid kits.
- Store medications in a secure manner and dispense them according to parental instruction; medicines are to be dispensed according to the requirements of the 11/16/08 site and New York State.
- Maintain records of all injuries and illnesses.
- Report abuse, accidents, and communicable illnesses that require further medical attention to the Cayuga County Health Department (253-1405) according to Health Department requirements.
- Use Universal precautions.
- Oversee camp sanitation and inspections.
- Provide emergency care to any persons who are injured or become ill. Make recommendations regarding requesting assistance from rescue squads, fire department, police, etc.
- Responsible for communicating with parents regarding medical issues/needs.
- In the event of an evacuation of the camp, be the first staff person to leave, overseeing operations at the evacuation site until the camp director arrives