

YMCA CAMP BELKNAP

NURSE JOB DESCRIPTION

Job Title: Nurse

Organization Overview: YMCA Camp Belknop is an all-boys summer resident camp in Tuftonboro, New Hampshire. Founded in 1903, it is an independent non-profit organization affiliated with the national YMCA.

Job Objective: Responsible for the health and safety of campers and staff of YMCA Camp Belknop.

Reports To: Co-Director

Position Classification: Seasonal, Full-Time Employment

Responsibilities:

Clinical Care

- Triage health issues.
- Provide emergency and routine first aid for campers and staff.
- Provide nursing care within scope of practice and according to the camp guidelines/orders.
- Sort and dispense daily medications at pre-set times to all campers and staff.
- Complete necessary health screening for all campers/staff upon arrival.
- Make all arrangements for the admittance, examination, treatment and discharge of all patients from the health center, doctor's office or hospital.
- Refer health issues to camp physician as deemed necessary according to professional judgment and guidelines.
- Provide on call care and over night care for patients. Must sleep in health care center when on-call at night.
- Prepare medications and health information for trips leaving camp.

Health Information

- Review health history of all campers and staff prior to camper arrival or as soon as provided
- Ensure up to date health record for each camper and staff member.
- Create lists of camper allergies and health issues according to age and division and trips.
- Record all assessments and treatment of occurrence/event(s) in the appropriate format and location and in a timely manner.
- Provide appropriate health forms for off camp trips and educate staff about health concerns.
- Complete appropriate incident reports for health insurance and camp documentation. Contact appropriate staff to complete incident information.
- File copies of all health visits and pharmacy receipts with main office.
- Maintain the privacy and confidentiality of all campers and staff.
- Review trends/onset of illness and issues in camp and communicate to director.

Health Center:

- Restock medical and cleaning supplies in center, med kits and throughout camp.
- Communicate with manager for purchase and payment of necessary supplies.
- Clean the health center daily including but not limited to laundry, bathrooms, bunk room, triage spaces, floors, and kitchen.
- Sanitize equipment according to guidelines.
- Prepare simple meals for sick campers.

Communication

- Communicate via radio communication system or according to protocols in emergency and for daily medication check in.
- Speak with parent/guardian about camper or staff health issue according to timelines outlined in health center guidelines.
- Communicate with other nurses to ensure care of patients.
- Communicate with appropriate staff when a leader or camper is in health center or at hospital.
- Prepare requested reports for director.
- Inform director of camper/staff status particularly with ER/hospital visits as outlined by director.

Education/Training:

- Organize and lead hands-on staff medical training in staff training and throughout summer. Training includes but is not limited to medical procedures, emergency protocols, location of first aid equipment, universal precautions, first aid, and communication with health staff.

Other:

- Provide transportation/accompany camper or staff member to the Emergency room or doctor office.
- Fill prescriptions as needed.
- Attend meals and engage in camp community as requested.
- Provide administrative health support as directed by directors.
- Use the online electronic health records system

Qualifications:

- Hold a unencumbered active NH nursing license (RN)
- Hold CPR certification (renewed within year prior to employment)
- Hold professional liability insurance
- Prior nursing experience preferably in camping, primary care, school setting, emergency care and/or pediatrics.
- Excellent communication skills
- Able to use computer and comfortable with electronic medical records
- Ability to work outside in various climates
- Self motivated with the ability to multi-task
- Ability to work and live well with others in a summer camp environment

Physical Demands:

- While performing this job, employee is regularly required to stand, walk, reach, stoop, kneel and crouch
- Employee must be able to walk entire camp property during day and in dark at night with flashlight.
- Employee must occasionally lift and or move items up to 50 lbs.
- Employee will be exposed to health center conditions, including exposure to illnesses.
- Involves precise use of medical equipment, including but not limited to sharp syringes.

If interested please send cover letter and resume to admincb@campbelknap.org or call 603-569-3475