



HEALTH CARE AIDE

The Health Care Aide is responsible for the health & safety of all campers and staff for the duration of each camp session. To achieve the goal of a healthy and safe experience for all the Health Care Aide spends their time preparing for the week ahead, advocating and implementing risk prevention, ensuring that all medications/accommodations are being taken/met, reacting to all health-related concerns or emergencies at Camp, and holding the authority to make health based decisions to alter working conditions, call EMS etc. All Leadership Team members must be prepared to step in to fill other positions when needed, step up for needed tasks, and seek out opportunities to further contribute to Camp Vincent's success.

Accountability

The Health Care Aide is accountable to the Summer Camp Director.

Responsibilities

- Must remain on-site at all times during camp sessions, except in extreme emergencies, or extraordinary circumstances as assigned by the Camp Director.
- Reviews, becomes familiar with, and implements all policies and procedures contained in the Health Manual.
- Distributes all medications as required by written permission of parents or guardians.
- Maintains security of medications by keeping them in the locked medical cabinet.
- Checks and updates First Aid kits on a weekly basis.
- Reviews all Camper health forms in advance of camper arrival to prepare questions for the parents.
- With as much notice as possible, provides the cook with a list of campers with food allergies or dietary restrictions.
- Prepare a report for each counsellor to review in advance of meeting their campers, or specific health information relevant to the counsellor's care of the camper.
- Ensure that you are available at any given moment to be called upon to respond to a Health Concern – this includes not leaving site without appropriate coverage (ie. a fully qualified, available and health care designated Lifeguard).
- Keep all camper and staff health information strictly confidential.
- Communicate your health concerns, where you'll be, if you're having a rough time and need support, if you are having a great time and can be a support, changes in the daily plan etc.
- Work collaboratively with the Leadership Team to serve all other staff. Follow camp-wide rules and enforce these rules when necessary with campers and staff.
- Be punctual when arriving and departing from all camp activities.
- Seek out ways in which you can support a fellow staff.
- Respect your fellow staff, ensure that any issues, violence, or harassment amongst staff are deescalated and reported immediately to the Camp Director. Work together to create the best possible experience for our campers.

- Writes a detailed report of all sickness and accident cases (including all minor cases), those taken to the hospital, and of all medications given. Submit these weekly reports to the Camp Director to be stored in a secure environment.
- Writes incident reports immediately and gives them to the Camp Director.
- Is present for registration on arrival day to meet with each camper family/guardian to discuss their medical form.
- Notifies the Camp Director if a camper or staff member cannot be accepted for medical reasons.
- Notifies the Camp Director if any camper or staff member has to leave for health reasons.
- Is available on Departure day to return medication to parents/guardians.
- Should be prepared to instruct campers in first Aid and general health care, if requested by the Camp Director.
- Secures the area and keeps accurate notes on what you observed, and were told in case of a severe emergency, such as: food poisoning, windstorm, electrical shock, or any other crisis situation.
- Must be prepared to substitute for any frontline staff, if needed.
- Communicate daily and when necessary with the Camp Director, and Leadership Team.
- Understand, follow, and enforce all camp policies, protocols, and procedures outlined in the Staff Manual.
- Work with the Leadership Team to address concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any relevant concerns. Escalate when needed to the Camp Director.
- Giving as much notice as possible to the Camp Director if scheduled attendance is impossible for legitimate reasons. Communicate all unavailability a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Camp Vincent to all campers, families, guardians, teachers, etc. always, including when not actively working, and on social media platforms.
- At the end of the week ensure that the Health Center is cleaned and closed. Performs all other duties designated by the Camp Director or Executive Director.
- Must reside at Camp Vincent during operational season

Qualifications

- Excellent communication, leadership and problem-solving skills
- Mature and professional attitude
- Organized and detail-oriented
- Knowledge and experience in an Ontario Camps Association (OCA) accredited camp
- Ability to work as part of a team and independently
- Current (within 6 months of start date) Vulnerable Sector Police Record Check
- Current Standard First Aid and CPR-C
- NLS an asset
- Ability to work flexible hours and work outdoors for long periods of time
- Must reside at Camp Vincent during operational season