

Camp Hand in Hand Nurse Job Description

PERSONAL QUALIFICATIONS

- Respect for people of all ability levels
- Good sense of humor, friendly, personable
- Compassionate, nonjudgmental attitude, understanding, patience
- Good communications skills
- Good organization/administration skills
- A working knowledge of ASD and best practices
- Appropriate professional licensure, current and in good standing with the MN Board of Nursing

PRE-CAMP DUTIES

- Attend pre-camp meetings
- Review camper packets and medication forms

ORIENTATION DUTIES

- Attend and participate in camp orientation/training
- Set up medication cart/nursing space - turn in a list of needs to camp facility director(s)
- Review medication policies and general healthy guidelines/practices for campers and staff during staff training
- Lead camp tour for new staff

CAMP SESSION DUTIES

- Double check all medical information and check in all medications with parents during camper arrival
- Double check that all items camper needs for taking medication are available at camp or parent has supplied
- Fill out med schedule/distribution form for program staff per cabin group
- Follow camper medication schedules and ensure proper medication distribution and documentation
- Facilitate other camper/staff health related needs throughout camp session
- Attend to any medical/first aid needs during camp session
- Schedule appointments at area clinic/hospitals if staff/camper needs to see a doctor
- On call or available at all times during camp session
- In charge of medication cart key and security
- Attend waterfront activities
- Discuss intent for communication with parent/caregiver with camp director(s) prior to making the phone call
- Maintain a professional attitude when working with staff and campers
- Interact with staff, campers, parents/caregivers, and public in a friendly, positive, professional manner
- Ensure safety of staff and campers at all times, fill out 1st report of injury as necessary
- Implement proactive strategies, problem solve difficult camper issues with camp director(s) and team ASAP
- Report any behavior contrary to camp policies/procedures to camp director(s) immediately
- Work as a team, help each other out, and communicate needs directly to camp director(s)
- Facilitate cooperation between camp facility staff and AuSM staff
- Pack up any remaining medications or supplies and facilitate the return to parents/caregiver at camper pick-up

POST CAMP DUTIES

- Facilitate cleaning and pack up of medication cart/nursing space
- Assist with other camp supply packing and storage
- Clean and remove all personal items from sleeping quarters
- Return camp nurse binder, camper medical information and any other camp supplies to camp director(s)
- Fill out camp facility evaluation
- Attend a post camp meeting