



Camps Airy & Louise
Job Description

Job Title: **Nurse**

Reports to: *Nurses report to the Nurse-in-Charge*

Position Purpose:

Nurses are responsible for caring for medical needs of the Camp community. Nurses assess and treat both campers and staff, including dispensing medication prescribed by the camper/staff member's physician. Camps Airy & Louise have multiple physicians and registered nurses onsite 24 hours a day, 7 days a week, to fulfill all medical needs for our campers and staff. The services of local hospitals are assured in the event they are needed. Maintaining communications with families of campers in the event of emergencies and overnight stays in the Health Center is a priority for our medical staff.

Essential Job Functions:

1. Assist in pre-camp preparation
 - Facilitate the organization of camper and staff medical records as requested.
2. Assists in the process of staff orientation
 - Team with medical personnel to orient staff about the operation of the Health Center as part of the regular staff orientation week activities.
 - Team with assigned medical personnel in the set up and opening of the Health Center.
 - Team with medical personnel to ensure health care is provided to staff as needed during orientation week.
 - Team with medical personnel to coordinate staff medical check in during orientation week.
3. Daily Operations
 - Close Health Center for winter.
 - Ensure the Maryland State DHMH forms are complete and turned in with the appropriate logs for the State reporting.
 - Work with medical staff to facilitate the preparation of medication and emergency supplies for overnight or out of camp program.
 - Maintain all Health Center records including staff and camper files, DHMH forms, and insurance documentation.
 - Serve as a contact with the camp's pharmacy.
 - Serve as a liaison for parents for Health Center related issues.
 - Serve as a supervisor on in and out of camp trips/activities as needed for programming.
 - Perform an 8-10 hour shift, which may be broken up during the day.
 - On call in the Health Center for an overnight every 3-4 nights.
 - Dispense medication as per physician's orders.
 - Provide first aid for minor injuries.
 - Accompany sick/injured campers or staff to the hospital or to medical appointments.
4. Communication

- Maintain an open line of communication regarding campers with the Administrative Team, other supervisors, and counselors via Campminder, walkie talkies, etc. when appropriate.
- Communicate with parents as needed to discuss a camper's medical condition and/or medical history.

5. Policies and procedures

- Follow the appropriate protocol of documenting incidents involving campers and staff – i.e. MD Youth Safety Forms, Worker's Compensation reports.
- Possess a competent knowledge of camp policies.

6. Health Center closing at end of summer

- Assist in closing Health Center, including form collation and other tasks as assigned by the Nurse-in-Charge

Relationships:

- Staff Members must maintain a safe and appropriate relationship with campers and staff at all times. This includes ensuring that no staff member is in a one on one camper/staff situation when out of sight of others.
- Nurses must maintain cooperative relationships with Medical Staff, Administrative Staff, Counselors, and others that are centered on open communication and the best interest of campers.
- Nurses must ensure their actions represent a positive example to their staff members.

Qualifications:

(Minimum Education and Experience)

- Registered Nurse licensed to practice in the state of Maryland.
- Must have significant work experience involving youth and nursing. ER and/or pediatric experience is preferred, but not required.
- Great bedside manner – friendly and personable.
- Team player.
- Must submit all required forms and information according to their deadline, including health history, I-9, tax forms, and any other forms requested by the Directors of Camp.
- Ability to interact with all age levels.
- Must complete the staff application, background check, and interview process.

Knowledge, Skills, and Abilities:

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate a high level of maturity and good communication skills.

Physical Aspects of the Job:

- Close HAbility to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, determine appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Recognition that the staff member will be living in a personal cabin in a camp setting and could be called upon at all times of the day/night for issues relating to campers or staff.

Time Off:

The Nurse-in-Charge will coordinate time off for medical staff.

It is our goal that time off be off campus during the summer. Staff may be asked to adhere to strict COVID-19 protocols during time off. There remains a distinct possibility that staff will not be able to leave camp during Time Off if camp needs to operate in a "bubble" due to COVID-19. If we have to operate in a "bubble", time off and other self-care opportunities, on property, will be a regular part of your schedule.