

Ryerson United Church Camp □ Job Description – Health Care Coordinator

Requirements:

1. Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
2. Must be available for the tenure of the position (this includes necessary pre- camp training, all summer sessions, and end of summer clean-up and debrief days).
3. Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
4. Must possess current Standard First Aid and CPR and it is recommended that he individual have first response experience and/or be in a nursing program.
5. Must provide police check.

Responsibilities:

1. To be accountable to the Camp Directors and through them the Board of Directors
2. To be familiar with Public Health Standards that apply to camp (Health Department, OCA standards, and United Church Camping Standards).
3. To know and implement the Ryerson Camp Health Plan and Policies
4. To oversee emergency procedures along with other Health and Safety Staff on site (i.e., lifeguards), and to lead the staff in the event of an emergency drill or □ a real emergency situation.
5. To ensure that the emergency numbers and directions to the camp have been □ posted in the Infirmary and all telephone locations
6. To receive health forms and do follow-up by phone where necessary.
7. To meet campers (with the Volunteer Nurse) at the start of each camp to obtain □ and store any necessary medications brought to camp, and to check and file □ health forms.
8. To inform counselors in advance of the specific health needs of their campers
9. To inform directors of specific health needs of the campers, if necessary
10. To work with the Volunteer Nurse in the administration of all medications and □ treatments in accordance with all prescriptions and the standing orders (or □ medical directives) provided by the on-call physician.
11. To work with the Volunteer Nurse in maintaining a daily log book with entries □ of each treatment.

12. To aid in the preparation of First Aid kits, as needed.
13. To submit a summary year-end report to the directors at the end of the season which includes an evaluation of the Health Plan and with recommendations
14. To participate as needed and outlined by the directors in other aspects of the camping program
15. To clarify any uncertainties in job description with the directors
16. To maintain personal conduct that is consistent with Christian camping.
17. To act as a support and a resource to the staff and directors.
18. To work alongside the directors to accomplish the above.
19. To invest yourself in the body of Christ as formed by the staff and participants at Ryerson Camp while you are there.