



Camp Westminister
Westminster Church of Detroit

Health Officer Job Description

CAMP WESTMINSTER ON HIGGINS LAKE

Responsibilities

1. Attends to minor health care/first aid needs of all campers and staff.
2. Responsible for operation of Camp's Health Center.
3. Responsible for inventory of the Health Center at the beginning and end of camp season; keeping health center medical supplies in stock.
4. Maintain medical history records of all campers and staff. Informs counselors and staff of camper medical problems at the beginning of each session.
5. Performs brief physical exam of each camper as they arrive and depart from camp. Collects all medications brought to camp by campers and staff. Dispenses medication to campers during regular clinic hours or as needed.
6. Maintains daily medical log of all medical treatments, medications dispensed, etc. in compliance with Dept. Social Services regulations.
7. Ensures that the camp follows and adheres to all ACA standards.
8. Checks cabin groups in and out of camp during out-trips. Supplies counselors with camper medical release forms, first aid kits.
9. Accompanies camper(s) on emergency trips to physician or hospital. Coordinates with the Camp Director on notification of parents or guardians.
10. Responsible for maintaining a sanitary sterilized environment in the Health Center at all times.
11. Conducts daily inspections of camper residential buildings and cabin duty areas of camp. Reports results to the Camp Director as needed.
12. Available 24 hours a day (during the program week) in case of emergency.
13. Performs other tasks as assigned by the Camp Director.

The above statements are intended to describe the general functions of the Health Officer. They are not to be construed as an exhaustive list of all job duties of this position.

Requirements

- Must be at least 21 years of age.
- Current certification or willingness to obtain American Red Cross Responding to Emergencies: Comprehensive First Aid or greater certification. Medical license preferred. Acceptable licenses and equivalencies are defined in the State of Michigan Licensing Rules For Children's Camps And Adult Foster Care Camps, R400.11122 (Copy of Rules is available at

https://www.michigan.gov/lara/-/media/Project/Websites/lara/bchs/ocal/Folder1/lara_BCAL_PUB-98.pdf?rev=e4c9bc44712d49fdb0c8f8454aa9ad3c).

- Excellent driving record.
- Prior experience working with children is highly desirable.

Accountability

The Program Director

Evaluation

Throughout the summer by the Program Director and Camp Director.

Physical Requirements

This role requires a moderate amount of physical activity that may include but is not limited to: ability to move from one end of camp to the other (approximately ¼ mile) without tiring at speed sufficient to keep up with campers, safe movement over uneven ground in various lighting, manipulating boxes and storage up to 25 pounds over short to moderate distances.