

Lutheran Camping Corporation of Central Pennsylvania
Job Description
Health Officer

Job Relation: Responsible to the Director or Assistant Director

Job Definition: To supervise and implement the camp health plan.

Professional Qualifications:

1. Registered Nurse
2. Licensed Practical Nurse
3. Certified Paramedic/Emergency Medical Technician
4. Physician

Personal Qualifications:

1. A personal commitment to Jesus Christ.
2. A desire to serve God through the Synod's camps.
3. An understanding and agreement with the central objectives of the educational ministry program of the Evangelical Lutheran Church in America and of the Lutheran Camping Corporation of Central Pennsylvania.
4. Emotional stability and mature judgment.
5. A love and understanding of youth and children.
6. Ability to work as a member of a group.
7. An appreciation for the camp setting and the outdoors.
8. Ability to place the needs of campers over personal desires and convenience.

Performance Responsibilities:

1. Infirmary and supplies
 - a. Keep clean.
 - b. Make beds.
 - c. In consultation with Administrator, order initial supplies.
 - d. Keep First Aid boxes supplied.
 - e. Make an inventory of all equipment and supplies at the close of the summer season.
 - f. Keep an accurate list of supplies purchased during the camp season. Unusual purchases should be okayed by the Administrator.
2. Service to the campers
 - a. Be on call at all times.
 - b. Be present at registration.
 - c. Check all health forms.
 - d. Discuss with parents any special problems or needs.
 - e. Collect and supervise the dispensing of **ALL** medications.
 - f. Inform the director, counselors, and special staff of any special conditions or restrictions of campers.
 - g. Administer First Aid.
 - h. Arrange for doctor appointments after consultation with the director.
 - i. Arrange for emergency service at the hospital if necessary.
 - j. In consultation with director, notify parents of special concerns.
 - k. Report to the director persons who are required to stay overnight in the Infirmary.

1. Unused medicines are to be returned to parents.
3. Service to the staff
 - a. Participate in staff meetings.
 - b. Help evaluate activities and programs from a health standard point of view.
 - c. Inform director of counselors who are "wearing out".
 - d. Offer advice and counsel concerning homesickness.
 - e. Report to director any conditions which jeopardize the health of campers or staff.
 - f. In consultation with the summer director or Administrator, contact state health officials in the event of suspected food poisoning, unusual sickness, or disease epidemics.
4. Records
 - a. Collect health forms.
 - b. Keep duty log of campers treated.
 - c. File accident reports.
 - d. Complete insurance forms for accidents.
 - e. Keep records of purchases during the season.
 - f. Complete an inventory of medicines, supplies, and equipment at the end of the season.
5. Staff training
 - a. Help lead a discussion on camp safety.
 - b. Participate in as many sessions as possible in order to get an understanding of the total program.
 - c. Prepare infirmary for summer.
6. Miscellaneous
 - a. All forms are to be obtained from camp office: Daily Log, Accident Forms, Insurance Forms, Inventory.
 - b. Sponges, scouring powder, toilet paper, paper towels, and supplies are to be obtained from the Maintenance Staff.
 - c. Throw away all unclaimed medicines left by campers.
 - d. Soiled linens are to be sent out for laundering.
 - e. Parental permission is required by the hospital before treatment.
Be sure to take the camper's health form along to the hospital
7. Availability

On call 24 hours a day. Always leave notice as to your whereabouts if away from the infirmary.

Criteria for Evaluation:

1. Is the infirmary clean?
2. Are supplies available in quantity?
3. Are records being kept up to date?
4. Is staff informed of campers with special needs?
5. Is the health officer available 24 hours a day?
6. Is there cooperation with the rest of the staff?
7. Does the health officer show sincere concern for the campers and staff?
8. Are referrals being made in the case of more serious illness and injury?