

# **FIRST AID COORDINATOR JOB DESCRIPTION FOR CAMP LAKEVIEW**

## **Required Qualifications**

1. Minimum age - 19 years old and completed one year in a post-secondary educational program.
2. Possess current Adult and Pediatric First Aid/CPR/AED certification through the American Red Cross, or equivalent.
3. Possess other qualifications which may be required by the camp's physician or the Indiana Department of Health.
4. Desire and ability to work with children outdoors.
5. As a representative of Lakeview Ministries, agrees to demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.

## **Desired Qualifications**

1. Higher training (EMR, EMT, CNA, etc.) is preferred.
2. Member in good standing of the Lutheran Church-Missouri Synod.
3. Have valid driver's license to transport patients to health-care facilities.
4. Ability to originate, update, and monitor health care, maintain records, and implement the camp's health-care plan.
5. Ability to accept supervision and guidance, and to work well with others.
6. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

## **To Whom Responsible**

1. The Executive Director, Director of Operations, and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Assistant Program Director in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

## **General Responsibilities**

1. To be Camp Lakeview's health manager by maintaining health and cleanliness standards, and by providing routine and emergency health care.
2. Understand, interpret, and maintain the camp's standards and policies.
3. Understand, interpret, and implement the camp physician's standing orders.
4. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

## **Specific Responsibilities**

1. Before camp starts, assist the Program Director in ordering health-care supplies.

2. Ensure each staff member, junior staff member, and camper has Medical Form with a signed consent for emergency treatment on file as required by law.
3. At weekly camper registration, collect health forms, take all medication from campers, talk with parents about health needs, and relay any pertinent information to the camper's counselor or head cook. This includes food allergies.
4. Properly file new medical forms in alphabetical order on a weekly basis. Dispose of old records where new records exist.
5. Maintain confidentiality of health concerns and treatments for staff and campers alike.
6. Store in a locked area, distribute, and record distribution of all prescribed medication.
7. As the summer progresses, recommend additional purchase of health-care supplies or emergency equipment to the Program Director, keeping the budget in mind.
8. Provide emergency care to campers and staff, making necessary decisions to enlist immediate professional help.
9. Make appointments, when necessary, with medical/dental personnel in the community.
10. Communicate promptly and thoroughly with parents when campers and Junior Staff have an illness or injury that is beyond normal minor cuts, bumps, bruises, or illnesses.
11. Provide routine care of abrasions, minor cuts, insect bites, and routine illnesses such as headaches, stomach aches, diarrhea, coughs, etc... Provide over-the-counter medication when allowed by parents.
12. Record all treatments and/or health complaints in the camp's medical log.
13. During staff training, teach counselors and other staff how to treat some routine problems and how to properly record such treatments.
14. During staff training, participate in and lead specific areas pertaining to camp health and safety, first aid, emergency procedures, and use of universal precautions for infection control.
15. Properly dispose of all medical waste and bodily fluids or excrement.
16. Continually monitor patients who are lying in a secluded area.
17. In the event of an outbreak of sickness or disease, coordinate and lead efforts to contain and prevent future outbreaks.
18. In the evening and night time, serve as the go-to person for any health issues, concerns, or incidents, responding to them to the best of his/her ability, and deciding when full-time staff need to be notified immediately.
19. In the event of an incident involving injury, complete any forms required by insurance companies, getting necessary statements from witnesses.
20. Keep the health-care area clean, orderly, and safe at all times.
21. Weekly check and stock the first-aid kits at various locations around camp.
22. At the end of the summer, take inventory of all health-care supplies.

### **Non-Healthcare (Administrative) Responsibilities**

1. Collect, distribute, organize and store all Lost and Found items on camp, doing your best to return as many items to their proper owner as possible.

2. Coordinate and promote the Summer Mission Project to campers and staff.
3. Record the results of the weekly Camper Survey.
4. On occasion lead Bible study and camper devotions.
5. As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries. This includes participating in evening activities such as TBAs and campfire devotions.