



Health Aide

Sons of Norway Fifth District Norwegian Heritage Camp

Qualifications

- Must be a minimum of 18 years old
- Must be an RN, CNP, or EMT or equivalent Red Cross Certification. Copies of current certifications will be required for hire.
- Current CPR and first aid certifications
- Desire to work in a camp community
- Experience with young adults and children is very desirable
- Current and valid driver's license
- Must be emotionally mature, of high moral character, able to work under supervision to accomplish the camp objectives
- Have ability to carry out all general responsibilities
- Is patient, enthusiastic, self-controlled and dependable
- Has the ability to work with others

Compensation

Starting at \$900.00, plus room and board (Compensation is established based on experience and qualifications)

Reports to:

Camp Director

General Responsibilities

- Participate in staff orientation prior to campers' arrival
- Lead an orientation session on health and safety concerns during camp, such as dehydration, sun burn, insect bites, allergies, what to do in a given situation such as rolled ankle, scrapes, head injuries, etc. Also, discuss important health circumstances with each cabin so they are aware of special needs of campers in that particular cabin.
- Camper applications must be checked for special health and dietary needs, as well as conditions or potential problems staff should be aware of
 - A list of these should be prepared for presentation at staff orientation (a separate dietary list needs to be prepared and given to the director)
- Other pre-camp/orientation duties include the unpacking and decorating of the Helsesenter ("where I am" sign, norsk body parts, etc.)
- The day of registration, obtain health releases if not turned in, and collects and inventories medication received
- Set up the health center by creating a sign posting your "office hours", organizing health forms in alpha order as needed in 3-ring binders, taking a starting inventory of health supplies (write a list of item name and quantities and give to Camp Director).

- If additional supplies are needed, purchase during town run on Saturday evening with Director's Petty Cash – or ask Administrator or Associate Administrator to help you procure these items.
- Participate in camper check-in, collect health forms for any campers who have not yet turned them in, and collect all prescription medications and put in ziplock bags labeled with names.
- Provide health education as needed for camp staff and campers
- Maintain the health records of the staff and campers – separate files, filed alphabetically
- Maintain a log of who comes in to see you and what they came in for.
- In the event of an injury, always fill out an injury assessment form. This protects you and the camp from liability issues.
- Assess and address all health-related needs of staff and campers (appx 80 people) and keep appropriate records.
- Set up a medication schedule of all campers requiring prescription medications, time of day, frequency, dosage, etc. It is your responsibility to find a camper to give them their medication if they do not come to you.
- Adapt to constantly changing environment with flexibility and a problem-solving style
- Serve as the as Safety Mester (Safety Master) at camp. This role means promoting and monitoring the safe and healthy behavior of all campers and staff. This may include conducting safety reminders at meals, rewarding safe behavior when observed and also correcting unsafe practices when seen.
- Handles and distributes all medications for both campers and staff including non-prescription drugs such as cold medicine or pain relievers. Over the counter medication given at your discretion, but very important to keep a record of when this medication was dispensed, and how much to ensure proper dosages throughout a given day(s).
- Monitor those campers with special health needs (for example, asthma sufferers, children on daily medication, or with conditions such as diabetes)
- Be in the Helsesenter (Health Center) at specific times during the day so that campers may obtain care (band-aids, aspirin, homesickness counseling, etc.) - these times are to be decided upon by the Camp Director and posted outside the Helsesenter. Exceptions to these times would include cases in which campers are ill and require special attention
- Must carry a walkie-talkie and cell phone at all times in case of an emergency.
- Prior to the beginning of camp, the Health Aide is responsible for the ordering of medical supplies through the director(s)
- During camp, check the cabins for cleanliness
- At the end of camp, make sure all medication is turned back to the campers and that the cabins are all clean (empty, swept, no garbage in or outside, floors mopped)

- At the end of camp, provide an inventory of all supplies, medications and other items in the Helsesenter. In addition, turn in **any and all medical records taken** during camp to the Camp Director.
- Pack up all Helsesenter items at end of camp and take closing inventory (write a list of names of items and quantity and give to Camp Director)
- Participating in daily activities (språktime, interessegruppe) is an option but not required
- Must assist with cleaning up post-camp and may not leave until all camp areas have been checked off and everybody is ready to leave.
- Other duties as assigned

Responsibility as a Staff Member

- Be familiar with and abide by specific policies set forth in the “Personnel Policies”, which are designated by Sons of Norway Fifth District Board, Camp Administrators and Camp Director(s)
- After receiving any communication (mailing, email, etc..), read all information carefully and thoroughly before arriving at Camp.
- Be advised the entire staff is under the direction of and is responsible to the Camp Director. While some positions are supervised by other staff, the Camp Director retains ultimate authority and responsibility for the Camp.
- Assist with setting up, maintaining and takedown of Camp.
- Speak Norwegian with the campers as much as possible.
- Live in community living arrangements, assigned according to sex; nearly all positions include living and sleeping in a cabin or other housing unit with campers of the same sex; positions that do not include living with campers do include living with other staff members of the same sex.
- Be prepared to use communal showers and bathrooms, assigned according to sex.
- Model standards for behavior and be sensitive to the health and welfare of the campers.
- All staff are required to take part in clean-up, inventory and evaluation of the program.

Essential Functions

- Emotional resiliency and cognitive abilities to carry out job responsibilities
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to assist campers in an emergency (fire, evacuation, illness, injury)
- Possess strength, physical ability, and endurance to maintain constant supervision of campers
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the cabin group

- Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques.
- Ability to train staff
- Observe staff and camper behavior
- See and respond to hazards
- Work with different age and skill levels
- Plan, conduct and evaluate designated activities
- Observe, assess, and coach the work efforts of staff being supervised

EEO Statement

Sons of Norway Fifth District Heritage Camp Masse Moro is an equal opportunity employer and equal opportunity educator. Masse Moro is fully committed to equal opportunity in employment decisions and educational programs/activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.