



*...a Premiere Christian Camp and Retreat Center*

887 Jumonville Rd., Hopwood, Pennsylvania 15445-9901

(724) 439-4912 (724) 439-1415 fax (800) 463-7688 toll free  
info@jumonville.org www.jumonville.org

## **Health Care Provider**

*revised August 8, 2004*

### **TITLE:**

The title shall be HEALTH CARE PROVIDER

### **QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Must be currently licensed as an RN, LPN, Paramedic, EMT or First Aid in Pennsylvania and have additional experience and or training in camp health care.

**CONVICTIONS:** Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

### **SCOPE AND IMPACT OF DUTIES:**

The Health care provider plays a vital role in the life of a camp. An open, cheerful, efficient demeanor can put parents and campers in a relaxed attitude and make the camping experience more successful. His/her primary role is to provide first aid care & evaluation of injuries & illness and refer for medical treatment as needed. His/her goal is to provide interim health care for campers away from home and to encourage safety awareness in the broad range of camping experiences. The health care provider works in cooperation with the dean for the week and seeks to understand the philosophy and program for each particular week.

Working in cooperation with the dean would include, but is not limited to, keeping the dean informed regarding the health of campers and staff, including limitations or restrictions placed on either one; being readily accessible to the dean, staff, and campers during the week; participating in the life and spirit of the program as time permits.

Understanding the philosophy and program for the week would require not only having an overall understanding of the statements of goals and purposes of the CRM program, but also a grasp of each particular dean's personal agenda of what he/she is aiming to accomplish with his/her group of campers. Because of the very nature of the position, a health care provider sees people when they may be most vulnerable, therefore, the attitude and approach to the person is most important. In many cases it is at this point that a camper's experience, growth and maturity can be helped or hindered. For many campers this will be their first experience with a health care provider and illness or feelings that they may have never experienced before, therefore, the health care provider's attitude will play a major role in the development of the camper's future attitudes. The health care provider must be completely knowledgeable about the duties; be efficient; firm, fair, patient, compassionate, professional; and love the people that he/she serves.

Providing health care requires knowledge of first aid, good assessment skills, accurate record keeping skills, and the ability to work well with all ages.

Safety awareness would include safety education of counselors and campers and site staff, reporting any health and safety hazards and reporting to the Director of Guest Services as needed on recommended policies to address health and safety issues.

### **PRINCIPLES OF EMPLOYMENT:**

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

### **LINE OF AUTHORITY:**

While the health care provider is ultimately responsible to the Director of Guest Services, he/she must work closely with and through the dean for the week.

### **SPECIFIC DUTIES:**

This description of duties is not intended to limit the performance of duties of the position, but to define areas of responsibility. It is expected that the health care provider will respond to opportunities to use other talents as program demands arise and to remain current in the knowledge and techniques of treatment of illnesses and injuries.

1. Maintain the dispensary in a neat, clean, and orderly manner consistent with good health practices and the Pennsylvania State Department of Health regulations. Empty the garbage from the Dispensary.

2. Be present during registration to meet campers and parents to discuss any health conditions or special requirements.
3. Collect all camper and staff health cards. Keep all health cards in alphabetical order grouped by camp event and week.
4. Make copies of health cards for deans by Monday breakfast and distribute the extra copies to the deans.
5. Keep medications under lock and key as necessary.
6. Maintain a schedule of camper medications and dispense them as required. Keep a record of all medications given. Normally medications are distributed at meals and at 8:00 pm from the Dispensary in Washington Lodge.
7. Maintain a log of illnesses, accidents, and injuries and treatment/instruction provided.
8. Be on call 24 hours a day (while camps are in session) during each week of CRM camp program. Make arrangements with the deans each week for additional medical help and time off as needed and as available.
9. Maintain an adequate inventory of supplies. Maintain and restock the first aid kits around campus. Every building should have a first aid kit. Restock portable first aid kits as needed. Check kits in all vehicles. Vehicle kits should include flares. Distribute trip first aid kits and fanny packs to groups going off site.
10. Establish and maintain contact with the deans of the camps and discuss with them what you expect of them with regard to initial treatment of accidents before you arrive at the scene and to find out if anyone within their particular group has any first aid or medical training.
11. Provide basic first aid as needed. Call Director of Guest Services for consultation if necessary & before sending anyone off-campus for additional treatment.
12. Encourage campers and staff to be alert to potentially unsafe equipment, facilities, practices, situations, etc... and report any concerns to the Director of Guest Services.
13. Fill out accident/illness report forms, insurance claim forms, and all necessary paperwork for the processing of insurance claims (at the discretion of the Director of Guest Services).
14. Dispose of biohazardous waste by burning it.
15. Assist the Director of Guest Services in addressing public health issues as needed, such as epidemics, child abuse, natural disasters & emergencies, and handicapped access to facilities and events.
16. Any other duties as may be specified by the President and his/her designee.