

**Job Title: Head of Health Care**

**Location:** Elmwood, Ontario – Between Hanover and Durham Ontario

**Dates of Employment:** June 19th, 2022 – August 28, 2022

**About Us:**

Since 1971, Camp McGovern has been faithful to the original vision of providing underprivileged children and youth with the opportunity to go to overnight camp. At Camp McGovern we serve approximately 75 kids a week - all of whom are referred through Children's Aid, United Way Agencies or Big Brothers Big Sisters. We are situated on 120 acres located along the beautiful Saugeen River, near Hanover, Ontario.

Our team of staff and volunteers put on an array of activities throughout the week including: Arts & Crafts, Nature Programs, River Rides, High/Low Ropes, Archery, Swimming, Canoeing, Campfires, Games and more. Camp McGovern is a welcoming, safe environment where Campers and Staff come from all walks of life and experiences. We value friendships, we foster leadership and we hold a shared passion for having FUN.

If you want to make an impactful difference while utilizing your experiences, education, leadership and skills, then this may be the perfect fit for you!

**Job Description:**

Camp McGovern is a registered charity seeking a Head of Health Care for our summer camp operations. We are looking for an enthusiastic candidate who has a big heart, a positive attitude and a desire to be a leader in the camp community.

At Camp McGovern, we take health care very seriously. Every summer our campers and staff enjoy an exciting and adventurous time in nature, and we strive to provide a safe and happy environment for everyone. Our Head of Health Care is the advisor on all health matters requiring judgment or decision, and has full authority to administer and direct the work of staff members involved in health care. They are responsible for creating a safe and pleasant atmosphere in the Health Hut and around camp; upon them rests the responsibility of seeing that campers are treated with the utmost care during medication administration, illness, injury and support.

## Responsibilities:

- Lead a team of health care assistants in the Health Hut
- Provide all campers and staff with immediate medical attention when necessary
- Prepare individualized emergency action plans to provide for each camper's needs
- Properly store and organize medications, supplies and equipment at all times
- Supervise counsellors assigned to first aid service while they are out on field trips away from camp facilities.
- Tend to many different medical needs that arise during the course of our season
- Maintain a fully stocked First Aid area and ensure someone qualified is available at all times.
- Identify important symptoms and signs so treatment may be taken quickly and appropriately.
- Manage the dosage of all medications used within camp.
- Assign staff to assist in the handling of supplies and equipment.
- Keep detailed records of treatments given during the summer.
- Assist in making diagnoses with respect to injury or illness.
- Oversee first aid work on field trips away from Camp McGovern facilities
- Assist in transporting campers and staff to the hospital when required.
- Adhere to all safety regulations.
- Communicate with parents, doctors and counsellors regarding treatment options for campers.
- Ensure that emergency action plans are up to date and accurate.
- Review the camper's health care records in CampBrian (online registration portal) on a weekly basis. Ensure that records reflect proper medication administration procedure.
- Provide counsellors with treatment schedules for their campers.
- Fully follow safe work procedures outlined by the Ontario Camp Association
- Provide leadership and support for the staff to ensure program goals are met.
- Ensure the health and safety of campers, staff and guests.
- Assist in effectively completing the training of summer staff so that camp policies, guidelines and all applicable legislation are complied with.
- Assist in maintaining accurate program records including incident/accident reports, camp documentation and weekly attendance.

- Maintain open lines of communication, and support staff and campers by fostering an atmosphere where they feel free to ask questions, bring forward concerns and seek guidance.
- Show an understanding and support for youth from all cultural and socioeconomic backgrounds, including those who have experienced unstable households, victims of abuse, or who suffer from mental health concerns.
- Know and understand all emergency procedures associated with the camp program.

#### Our ideal Head of Health Care:

- **Fosters** self-esteem, social skills, and respect for others.
- **Uncovers** potential for personal growth in campers.
- **Nurtures** mentoring, teamwork, and leadership development.
- Is a positive and conscientious professional who, in collaboration with the rest of the camp staff, ensures a safe and fun experience for our campers.
- Possesses excellent communication skills (both oral and written) and ability to manage conflict in a calm, professional manner.
- Has strong interpersonal skills, including patience and communication
- Is empathetic to the diverse group of campers that we serve.
- Is safety driven in everything they do.
- Provides comfort and support when someone needs it.
- Communicates well and seeks help when needed.
- Is organized and keeps accurate records.
- Leads by example.
- Understands the importance of camper confidentiality, but knows when a disclosure is required (training provided).
- Has experience working with people of diverse backgrounds. We do not discriminate on the basis of race, color, origin, age, sex, sexual orientation or disability.

#### Job Requirements:

- At least 19 years of age
- Valid First Aid/CPR-C
- Valid Driver's Licence
- A satisfactory Police Records Check - including the Vulnerable Sector Screening (dated within 3 months of employment)

- Experience as a Nursing Student, RN, RPN, Paramedic (or student), or advanced medical training.
- Certifications in Lifeguarding, Challenge Courses, Canoe/Tripping, etc. are considered an asset, but not required.
- Education or experience in camp, youth programs, recreation, early childhood education, education programs working with children, support work, working with children with identified special needs, outdoor education, forest school or related fields.