



## **Health Officer: Job Description**

**Position:** Seasonal

**Compensation:** Per Diem, based on experience

**Reports to:** Resident Director

### **Summary of Position:**

The health officer is a vital role at Camp Lake Louise as this position is one that is required by state licensure. This position requires a great deal of organization, responsibility, and self-motivation. This person is available as needed by campers any time camp is in session.

### **Role:**

The role of the health officer is to handle most things medically related while campers are in attendance at Camp Lake Louise. This means taking care of minor injuries, being the first responder to major injuries and making judgment calls with regards to the next steps toward treatment, and administering OTC and prescribed medications to campers who need them. This person must have or be willing to obtain the necessary certifications as required by the state for this position.

### **Responsibilities:**

- Ensure safety of campers at all times
- Provide evidence of appropriate certifications: Wilderness First Responder, or ARC Responding to Emergencies and CPR for the Professional Rescuer, or equivalent or higher certifications
- Be a part of the check-in/registration process to discuss with parents any health concerns there may be for a particular camper
- Gather all medications upon campers arrival
- Administer all medications, both prescribed and OTC, at the appointed/ appropriate times
- Complete all documentation necessary for prescribed medications and when a camper needs to take an OTC medication
- Maintain a high level of organization and cleanliness in the health office and make sure that the OTC medications that are needed are on-hand
- Be comfortable with blood and other injuries so that you can be the first to treat the injury
- Respond appropriately and maintain composure in potentially stressful situations
- Demonstrate appropriate physical, verbal and emotional boundaries with other staff, volunteers, and campers at all times
- Be a positive role model for campers at all times
- Attend weekly group meetings and Bible studies
- Be respectful of and get along with your co-workers, volunteer staff, and the campers
- Be open to feedback and constructive criticism from supervisor
- Read, know, and abide by the camp policies provided to you, especially with regards to the health office policies and procedures, and ensure that others are abiding by them as well
- Dress modestly and appropriately
- Be on time for job responsibilities
- Get adequate rest so that you have energy for work each day
- Meet weekly with the resident director

- Complete all other tasks, necessary to the function of the camp, as assigned by the resident director

**Note:**

Please note that Camp Lake Louise operates as a non-denominational camp with Baptist roots. Our mission at Camp Lake Louise is to provide a place where campers can come to know God, love God, and learn to serve God through developing faith in Jesus Christ. We ask that you do not emphasize or denounce any particular Christian denominational beliefs, but rather that you present the campers with the Gospel of Jesus Christ and practical ways that they can live out their faith. If a camper approaches you about an apparent controversial topic between denominations, encourage that camper's desire to know more, but tactfully encourage him/her to discuss the matter with his/her home church pastor or parents.

**By signing below, I attest to having read the above job description and agree to work within the boundaries set forth by Camp Lake Louise. I understand what is expected of me and agree to fulfill these duties to the best of my abilities.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date