



<u>Position Title:</u>	<i>On Site Health Director</i>
<u>Department:</u>	Learning
<u>Reporting Relationships:</u>	Reports directly to the CLO & Summer Camp Director
<u>FLSA Status:</u>	Part-time hourly
<u>Schedule:</u>	As assigned by Summer Camp Director (June 25-August 15, 2018)

Position Overview:

- Ensure the health, safety and well-being of all campers and staff
- Effectively organize and manage space, equipment and students

Agency Wide Duties and Responsibilities:

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies.

Position Specific Duties/Responsibilities:

The On Site Health Director works with the Camp Carver staff to provide a safe summer program experience for an assigned group of children, including:

- Review campers' physicals, immunizations, allergies and any other medical issues prior to first day of camp
- Maintain a list of any existing medical condition or type of restriction (i.e. food, activity, etc.) and discusses these restrictions as necessary with parents and group leaders at orientation prior to camp opening.
- Maintain an "infirmary" area which includes a cot, phone, first aid equipment next to a bathroom with hot and cold running water.
- Contact parents when necessary.
- Maintain daily medical log which includes any and all visits, complaints, injuries and illnesses with date, time, and treatment and follow up.
- Store any and all epi-pens and inhalers that are not carried by campers with the appropriate paperwork. These are the only medications dispensed during camp hours.
- Discuss first aid procedures and any other medical plans with all staff members at orientation.
- Contact parents/911 in case of emergency.
- Submit serious injury or illness report and County Health Department within 24 hours.
- Report any signs of physical or sexual abuse to proper authorities and notify Westchester County Department of Health within 24 hours
- Attend all camp trips
- First aid for minor injuries and caring for sick/injured staff
- Daily sick call

- Communicating specific camper health needs
- Communicating with the camp director

Position Qualifications:

- Registered Nursing credentials and one year nursing experience in a school environment
- Excellent bedside manner and communication skills
- Ability to explain treatments and conditions to children of all ages
- Working knowledge of health care laws and regulations
- A genuine interest in youth development in physical recreation and healthy lifestyle practices
- Ability to communicate effectively and respectfully with a broad range of people including Carver Camp Staff and Managers
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: Bilingual in Spanish a plus

All staff are subject to The Westchester County Department of Health rules and regulations. This includes two letters of reference and the completion of a full background check prior to hiring.

Training Requirements to Maintain Position:

- Attend required staff orientation and regular staff meetings

Physical and Sensory Requirements:

- Must be able to actively participate in activities with children, this includes but not limited to recreation activities both indoors and outdoors such as running, jumping, playing sports, etc.

Acknowledgement:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Management has the right to revise this job description at any time.

This description does not create an employment contract, implied or otherwise, other than an 'at will' relationship.

Employee Signature Date

Supervisor Signature Date