

YMCA of GREATER NEW YORK
POSITION DESCRIPTION

TITLE: Health Officer Assistant – Resident Camp

BRANCH: 31

SUPERVISOR: Camp Director, Associate Executive Director

FLSA STATUS: Seasonal/Non-Exempt

REVISED: March 2009

OUR MISSION

The YMCA of Greater New York is a community service organization which promotes positive values through programs that build spirit, mind and body, welcoming all people, with a focus on youth.

IN ESSENCE

Under the direction of the Camp Director, the Health Officer Assistant will help to ensure the delivery of health care needs for all participants, staff and volunteers. The Health Officer Assistant motivates the camp staff to provide a safe camp program, which fosters the children's social, spiritual, physical, and intellectual growth.

KNOW HOW

- Minimum of 18 years of age.
- Must have completed educational requirements for a Registered Nurse, LPN, or EMT as recognized by the State of New York.
- Ability to communicate appropriately with children, parents, and staff.
- Ability to work as a team member and coordinate with management team.
- Willingness to model and use age-appropriate discipline techniques according to YMCA guidelines for behavior management.
- Ability to take and give direction.
- Emotional maturity, flexibility, problem solving skills, and willingness to learn.
- Possess values that meet the YMCA mission; especially honesty, caring, respect and responsibility.
- Maintain guidelines and regulations set forth by ACA, State of New York and YMCA.
- Ability to maintain confidentiality regarding personal information on children, family and YMCA staff.
- Current certifications in CPR, First Aid, Safety and Risk Management, Child Abuse Prevention and Employee Orientation, or the ability to obtain prior to camp beginning or within 30 days of employment.
- Have fun!

PRINCIPLE RESPONSIBILITIES

- Work in close concert with the camp medical staff and leadership team.
- Assist with compiling medical forms and screenings and ensure each person has on file a current medical form, with required physical exam and immunization records.
- Assist with medical transportation of staff and program participants.
- Manage dispensing of medications and be able to manipulate medical equipment (ex. Nebulizer) in accordance with standing orders.
- Log complete records of all incidents, treatments and medications administered.
- Inspect for facility health and safety and first aid kits, as needed.
- Oversee the administration and storage of medication and supplies, disposal of medical waste, making medical appointments, and providing routine medical attention.
- Keep relevant staff members informed about incidents and inform parents, as needed.
- Conduct self in accordance with the YMCA Mission
- Attend/lead required portions of Staff Training.
- Model and enforce Camp Dress Code Policy (appearance should be neat, clean and appropriate).
- Assist staff with obtaining medical records to take on out of camp trips.
- Ensure coverage, especially when campers are staying in the ward or the isolation room.

- Ensure camp operations follow established state laws, ACA regulations, and camp policies regarding health care.
- Determine, in accordance with the standing orders, when individuals must be transported to the hospital or clinic.
- Practice safety awareness at all times (including hydration and sun protection) and maintain a well-stocked First Aid Kit, which is available to staff at all times.
- In the event of inclement weather or other emergency situation, take necessary steps to move campers to a safe location and make proper YMCA notifications.
- Know and implement emergency procedures as needed and assist with mandated safety drills.
- Demonstrate personal maturity and responsibility.
- Communicate camper information changes (including special arrangements & camper attendance) to appropriate camp staff.
- Complete and submit required reports/statistical information, including payroll, by established deadlines.
- Complete and submit all Accident/Incident Reports within established time frames
- Accept and demonstrate the YMCA Core Values.
- Follow the YMCA Policy for a Drug-Free Work Environment. Smoking, drinking of alcoholic beverages and use of illegal drugs are not permitted in the YMCA, on campsite premises, or where camp activities are held.
- All purchases must be pre-approved.
- Expenditures must not exceed the approved amount and must be submitted according to guidelines (receipts, etc.).
- Emergencies are determined at the discretion of the Camp Director.
- Failure to complete the responsibilities will result in a disciplinary write-up and/or possible termination.

PHYSICAL AND MENTAL REQUIREMENTS

1. Ability to visibly observe children.
2. Ability to lift up to 40 lbs. and transport equipment.
3. Ability to project voice so participants can hear instructions.
4. Ability to crouch, squat and bend at the waist and knees, to sit and stand for extended periods of time.
5. Ability to live and work in a variety of work environments (indoor, outdoor, noisy), cross rugged terrain and be subjected to fluctuating weather humidity/temperature/precipitation.
6. Ability to communicate with children and parents (written and verbal) effectively.
7. Ability to concentrate even when distracted by noise and activity.
8. Ability to communicate effectively with participants, staff and volunteers.
9. Ability to reason, solve problems and make independent judgment and decisions.
10. Ability to observe and promote safety and security procedures.
11. Ability to physically and mentally respond to emergencies and administer CPR and First Aid effectively.
12. Ability to appraise employees twice annually, and provide written report of results.
13. Vision abilities include close vision and ability to adjust focus.
14. Ability to effectively present information and respond to questions from employees, volunteers, members and participants.

MEMBER INVOLVEMENT SKILLS

- Be informed and up to date on the latest developments in your field.
- Acquaint members with other YMCA programs and benefits.
- Develop relationships that promote the building of small communities.
- Recommend participation in a variety of YMCA programs.
- Support our YMCA annual campaign.
- “Mom” is our number one customer. Treat her and her children accordingly.
- Provide an environment where valuing diversity is encouraged and the 40 Developmental Assets can be built and emphasized.

EFFECT ON END RESULT

- Evidence of meeting participants' medical needs as they arise.
- Parents will feel great about leaving their children in your care.
- The village will run smoothly as evidenced by adequate staff coverage and implementation of a viable schedule.
- Safety will be considered a first priority as demonstrated by all staff following safety policies and procedures.
- Camp staff will be competent, highly trained and mission-driven.
- Camp goals will be obtained due to creative planning/programming, meeting deadlines and sufficient promotion and communication.
- Creation of an age-appropriate environment that meets the needs of the children and families we serve.
- Sound fiscal management will be achieved through meeting or exceeding budgeted expectations (budgeted camper weeks attained and expenses controlled).
- Our campers, staff and parents will feel joy being involved with our YMCA.

Acknowledgement of Position Description

Date