

Wisconsin Lions Camp
A Project of the Wisconsin Lions Foundation, Inc.

Job Title

Healthcare Assistant

Responsible To

Licensed Health Care Staff (RN, LPN, NP, PA, MD or Resident), Health Care Supervisor, Camp Director

Summary

The primary purpose of the Healthcare Assistant is to assist the licensed health care staff (RN, LPN, PA, MD or Resident) in the following duties: administer medications, assess camper and staff illnesses and injuries and contribute to a safe and healthy Camp environment.

Required Qualifications

1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communication and cognitive abilities to accept direction, lead and communicate with campers and staff utilizing the health lodge.

Preferred Qualifications

1. Experience in working with children and adults with disabilities.
2. Two years of college or comparable experience in nursing or related field of health care.
3. Leadership experience.
4. CNA, CPR, AED and First Aid certification or equivalent.
5. A valid driver's license.

Essential Functions

1. Ability to read and write to create, update and monitor health care records and to implement the standing orders and protocols.
2. Ability to communicate effectively with campers, staff, guardians and parents.
3. Physical ability to stand for periods of time, lift up to 35 pounds, hear and see to assess and care for campers and staff, and to be active in a camp environment.
4. Ability to receive and follow general instructions, as well as respond to emergency situations.
5. Flexibility to deal with multiple patients and needs throughout the day.
6. Cognitive skills to work with licensed health care staff to meet the needs of all campers and staff.
7. Represent the Wisconsin Lions Camp professionally at all times.
8. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

Specific Responsibilities

1. The Healthcare Assistants will:
 - Perform Healthcare Assistant skills consistent with written procedures and protocols as directed in the health care manual and standing orders.
 - Administer medications and treatments as prescribed by the physician and as directed by licensed health care staff.
 - Provide general health care and first aid treatment for injuries and illnesses as directed.
 - Review camper medical records as part of the pre-screening process.
 - Perform physical assessment of campers in health screening process.
 - Transport campers and staff to clinic or hospital for medical care as assigned.
 - Restock supplies, first aid kits and other inventory needs as needed.
 - Deliver and administer off-time medications as directed.
 - Assist in maintaining accurate and professional medical records of all health care provided to campers and staff on paper as well as on the computer system.
 - Maintain health center facilities in a clean and sanitary condition through proper cleaning and appropriate disease control measures.
 - Report any medication errors, accidents or incidents to the licensed healthcare staff on duty or the Health Care Supervisor immediately.
 2. Be dressed professionally and ready to greet parents, guardians, and campers on arrival and departure day.
 3. Assume responsibility for each camper's safety and social, emotional, mental and physical well-being.
 4. Assume responsibility for camper supervision, behavior management and camp programming as assigned.
 5. Help each camper grow and adjust to other campers and to Camp life.
 6. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
 7. Submit weekly feedback form.
 8. Know when to ask for assistance and support fellow staff.
 9. Assist in camp emergencies or other situations as directed by administrative staff.
 10. Assist in leading specialized activities with other staff.
 11. Assist with all camp activities as needed.
 12. Other duties as assigned.
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Revised 11/22