

## Camp Fire Inland Northwest Job Description

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other Information specific or unique to this position are outlined herein.



**Position Title:** Health and Wellness Assistant  
**Primary Position Location:** Camp Sweyolakan, Coeur d'Alene, ID  
**Responsible to:** Assistant Camp Director  
**Salary:** \$40 per day

**Special Notes Regarding Employment:** Salary includes room and board, and free use of laundry facilities (including laundry detergent). Additional Pay Opportunities available if signed up for extra events.

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### **GENERAL REQUIREMENTS OF ALL STAFF**

- Current CPR, First Aid, and AED certifications.
- Visual, physical, and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
- Abide by health and safety rules to ensure well-being of campers and staff at all times.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to observe and evaluate camper behavior; enforce safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
- Prepare the necessary reports, inventories, and records as assigned.
- Plan for and carry out the care and maintenance of the equipment and facilities assigned.
- Know the basic facts about the program of Camp Fire.
- Display a willingness to accept a reasonable share of camp responsibilities, and other duties as assigned.
- Prepare for and participate in the meetings and conferences of the staff.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Bring complaints or problems directly to Assistant Camp Director or Camp Director.
- Abide by established procedures and policies covered during staff training, in Camp Staff Practices and Guidelines, and Code of Conduct.
- Successfully pass a state, local and federal background check. Successfully pass a search in the U.S. Department of Justice National Sex Offender public database.
- Willingness to work at alternate camp locations; state and camp applicable wages apply.

### **MINIMUM QUALIFICATIONS**

- Experience in healthcare field.
- Experience with children and young adults preferred.
- Desire to work and live in a camp community.
- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group; be a good role model and mentor.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### **SPECIFIC JOB RESPONSIBILITIES**

- Be on time and participate in camp events, activities and meals.
- Attend staff training and assist with the opening and closing of camp.
- Help train staff in Health Cottage procedures.
- Responsibly carry out bus and boat duty, as needed.
- Notify appropriate camp personnel of maintenance and safety needs, as necessary.
- Temporarily fill other positions in camp and assist with camper supervision in assigned unit when not focused on primary duties.
- Other duties as assigned by the Assistant Camp Director.

## **CAMP FIRE INLAND NORTHWEST**

409 N. Argonne Rd., Ste. B, Spokane, Washington 99212 • Telephone: 509 747 6191 or 800 386 2324  
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**Light the fire within**

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### Orient Camp Nurse (RN) to:

- Schedule, facilities and supplies. Make sure they are aware of location of Health Care Policy and Procedures Manual.
- Emergency drill procedures.
- Resources such as medications, physician contact information, treatment facilities, payment procedures, ambulance request directions, and Life Flight procedures.

### With guidance of Camp Nurse (RN) or physician:

- Screen all health forms of campers and staff upon their arrival in camp, in coordination with the Camp Nurse (RN) and other designated staff assistance.
- Give special health care instructions or any precautions or restrictions regarding camper health to staff on a need-to-know basis.
- Give first aid treatments for injuries and illnesses according to the camp Health Care Policy and Procedures.
- Dispense medications according to physician and/or parental instructions.
- Decide if further medical treatment is required and communicate this with the Camp Director or designee.
- Adhere to all applicable standards of Camp Fire, OSHA, American Camp Association, State Nurse Practice, etc.
- Ensure camp health forms are collected, signed, and stored appropriately.
- Ensure accurate records are kept regarding medications, injury reports, health logs, etc. (see specific forms)
- Interpret camp Health Care Policy and Procedures to staff.
- Open the Health Cottage at beginning of staff training and close at end of season.
- Monitor use of supplies. Requisition supplies through Camp Director or Office Coordinator.
- With assistance of Camp Nurse (RN), train camp staff in health care procedures.
- Consult and/or inform Camp Director in all health matters.
- Provide health forms as requested by Office Coordinator to be copied for out-of-camp excursions.
- Keep Health Cottage clean and remove garbage for proper disposal.
- Attend Unit Director meetings in the absence of Camp Nurse.

### ESSENTIAL FUNCTIONS

- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Good physical shape to travel on rugged camp property quickly.
- Ability to observe human behavior for signs of illness or fatigue & report to Camp Nurse.
- Ability to lift and carry up to 50 lbs.
- Ability to read and execute prescriptions and physician instructions.

Appointment/Employment is at will. Camp Fire Inland Northwest Council is free to determine that continued appointment/employment of any staff member is not in its best interest and is free to discharge that staff member, with or without cause.

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