

Camp Haiastan of The Armenian Youth Federation, Inc.
Franklin, MA 02038

SEASONAL STAFF JOB DESCRIPTION: CAMP NURSE
(Residential or Day)

Responsible To: Executive Director & Summer Camp Director

General Responsibilities: As an administrator, oversees, evaluates and monitors the health status of all campers and staff residing in camp. This relates to 3 time periods:

1. Prior to and upon campers and staff beginning their stay.
2. During the day-to-day residence of campers and staff.
3. Prior to and upon campers and staff ending their stay.

Desired Qualifications & Experience:

- At least 21 years of age.
- Possess a valid Massachusetts RN or LPN license.
- Work experience in the field of pediatrics or childcare, preferably in an educational or camp setting.
- Ability to reside in camp (residential overnight Nurse)
- Fluent in English.
- Computer data management skills.

Remuneration:

- Non-agency direct hire: \$XXX per week paid by payroll check with typical payroll deductions; Agency hire and per diem Nurses: To be determined.
- If residential Nurse, room and board for one person (value of at least \$450.00 per week). Nurse's lodging is in semi-private quarters.
- If residential Nurse, up to 6 day per week work schedule with one 24-hour day off each 7-day week (never on Sundays).
- Access to: Free camp laundry machines, and certain program facilities.
- Complimentary transportation, if required, from and to Boston Logan or Providence T.F. Green airports upon arrival and departure (Boston and Providence train and bus stations are included).

Essential Functions:

- Operate and maintain camp Health Center as a 24/7 facility dedicated to the promotion of the health and welfare of all camp participants according to the statutes of the Commonwealth of Massachusetts and the Camp Haiastan *Health Center Guidelines*.
- Ability to read and evaluate camper and staff health related forms.
- Ability to direct a confidential meeting with parent or guardian of all participants under the age of 18 years of age and all participants 18 years of age or older prior to their stay in camp.
- Ability to observe condition of participants, evaluate, treat, document and monitor participants in need of Nurses services according to the camp's health rules and procedures.
- Ability to control the storage of and proper dispensing of all prescription and over-the-counter medications that campers and staff bring to camp and intend to take.
- Ability to effectively communicate with: Emergency service provider, regional medical center, camp's designated physicians of record responsible for standing orders and Town of Franklin Health Dept.
- Believe in the mission of Camp Haiastan. For a non-Armenian, this includes a basic understanding of the connection of Armenian culture and fellowship and residential camping.

- Ability to effectively manage personal and on-the-job time as the number of hours on the job is not consistent each day.

General & Specific Duties & Responsibilities:

- Participate in pre-camp Staff Training Week and in any staff training sessions held after the start of camp for training of new incoming staff or for follow-up, reevaluation and reinforcement of health rules and procedures. The Camp Director and Nurse are responsible for the initial and ongoing training of staff, and the dissemination of information and materials related to the function of the Health Center, Nurse/Health Officer, and health rules and procedures.
- Set up the Health Center with required supplies, equipment and materials prior to the opening of camp, and maintain the supplies, equipment and materials during the duration of the camp's operation. Close down the Health Center at the conclusion of the season according to procedures.
- Understand and implement the health related procedures for checking in of all campers and staff before they begin their stay at camp, and checking out of all campers and staff before they end their stay at camp. This will include the directing of confidential meetings with the parent or guardian of all minors and all those participants over the age of 18. This is done for each of the sessions.
- Maintain written logs for campers and staff with detailed entries documenting all visitors to the Infirmary and all services rendered by the Nurse.
- Maintain medication dispensing and monitoring schedules for all campers and staff.
- Meet daily with the Camp Director and submit both verbal and written report of camper and staff visitors to the Infirmary according to health procedures.
- Communicate with parent or guardian of minors requiring Nurse and Health Center services according to health procedures.
- Camp Nurses, Executive Director and Camp Director assume the position of ultimate authority in the event of the outbreak of contagious and communicable diseases and conditions according to health procedures.
- Camp Nurses will coordinate with the Camp Director and other administrative staff in the regular rehearsal of camp's Emergency Action Plan.
- Camp Nurses will coordinate with the Executive Director, Camp Director, and all other administrative staff to promote a safe and healthy environment in all functions, services, buildings, programs and activities of the camp. This includes, but is not limited to the monitoring of all first-aid kits that are located at facilities or dispensed to groups that may leave the camp property or are not in close proximity to the Health Center.
- Functions, duties and responsibilities may vary with residential Nurses and day-only Nurses.

To Make Application or Inquire:

Contact: David Hamparian, Executive Director
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Franklin, MA**

THE MISSION OF CAMP HAIASTAN IS:

- **To be a vehicle for the preservation of Armenian culture, heritage & identity for Armenian-American youth.**
- **To be a healthy, safe & wholesome residential camping environment.**
- **To be affordable to all families regardless of financial condition.**