NOTICE OF POSITION VACANCY

CAMP NONOTUCK-HEALTH CARE COORDINATOR
FULL-TIME SEASONAL POSITION

Issued: 03/02/2020
 Closing Date: Until Filled
 SALARY: $13.50 - $15.00 PER HOUR
 Effective Date: 06/01/2020

Definition:
Skilled health care provider performing necessary work to help in the operation of camp. Manages health records of campers and staff, maintains medical logs, injury reports, and policies. Instructs staff on health and safety concerns.

Essential Functions:
Responsible for daily operations of the health program. Ensure all health-related forms are accurate, complete and up to date. Maintain health record for each camper and each staff member. Maintain written documentation of all required forms and authorizations: emergency medical care signed by parent/guardian; health care provider information; immunization records (or religious exception or immunization contraindicated); health history and report of physical examination with last 24 months. Maintain infirmary area and inventories and stock first-aid kits and supplies. Maintain locked storage and refrigeration (if needed) for all medications. Adhere to MA State policy on medication including requiring parent authorized written notification of medications to be administered at camp. Proper storage of medication with specific dosage requirements as set by physician and/or parent. Maintain injury reports and copies of injury reports, if any, as required by 105 CMR 430.154. Maintain medical log of any and all health complaints/treatments in bound book. Maintain a written camp medical policy, approved by the board of health including daily health supervision; infection control; health emergencies and accidents; available ambulance and hospital services, and provision for first aid services. Educate and inform staff on important health and safety concerns including food and environmental allergies and allergic reactions; hand washing; personal hygiene; hydration; insect bites; sun safety, and any other special concerns.

Qualifications:
21 years old or older. Current certifications in CPR for the Professional Rescuer with AED, American Red Cross Advanced First Aid and medication administration. Must have knowledge of MA Board of Health rules and regulations for summer day camps. EMT experience, licensed State of Massachusetts RN, pediatric or school nurse experience preferred.

To Apply:
Applicants who wish to be considered may submit application to the Personnel Department, Easthampton Municipal Building, 50 Payson Ave, Easthampton, MA 01027 on or before closing date.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER