

Position Opening

Health Centre Assistant/Student Nurse

Reports To

Camp Nurse, Executive Directors.

Summary

The Health Centre Assistant participates in the care and well-being of day-campers, resident campers, and staff. The incumbent is responsible to the Camp Nurse and Executive Directors.

Responsibilities

- Participates in the scheduled medication administration for resident campers during set times as needed
- Triages and sets care plans for campers and staff during clinic hours
- Documents all nursing activities using appropriate channels, either through paper or electronic records
- Assists with supporting day trips and overnights, including creating and filling medical bags, reviewing drug information with staff before leaving, and charting notes/medication administration records after each trip
- Participates in set up of each session, which may include creating paperwork, reviewing medical forms, running reports, and communicating camper needs with staff while maintaining PHIA
- Participates in the wrap up of each session, which may include filing paperwork, shredding documents, and debriefing with team.
- Assists with cleaning infirmary which includes making beds, laundering soiled linens, cleaning washroom facilities, sweeping, and mopping floors
- Participates in health promotion by assessing where needs are unmet and communicating with staff
- Accompanies campers to Kenora hospital when necessary
- Participates in the closing of the infirmary which may include taking inventory of all supplies left, packing up items for storage in the city, and a terminal clean.

Expectations

- Hours of work are flexible and may be based on daily needs, which may include an am and pm shift to cover busy times. The day will be 8 hours and may be broken up to meet the needs of the infirmary.
- Communication is essential in this role and will need to happen on a regular basis.

Skills and Qualifications

- Minimum 1 year nursing school instruction with clinical skills experience OR Wilderness First Responder certification OR Paramedic certification
- Clear criminal record and child abuse registry check.
- Current CPR C and Standard First Aid

Physical Aspects of the Position

Reasonable Accommodations may be made to individuals with disabilities to perform essential job functions.

- Work Environment: Work is performed both indoors and outdoors in all weather.
- Strength Requirements: Ability to lift and carry up to 30 pounds.
- Visual and Hearing Requirements: Volume level can range from quiet to moderately loud.
- Sufficient eye-hand coordination to operate equipment as needed.
- Communication: Ability to verbally communicate to exchange information with both English-speaking and non English-speaking contacts.
- Emotional: Ability to live in communal living spaces with coworkers.
- Mobility Parameters:
 - Ability to walk, stand and sit for up to 3 hours consecutively
 - Can climb stairs and walk on high grade and rustic terrain.

