

ALTO FRIO BAPTIST ENCAMPMENT
Job Description
CAMP NURSE

I. Position Description

Assigned to the Guest Services Team in a non-exempt position

II. Principle Function

To provide first aid care for campers/staff, overseeing the administration of medications to campers/staff, assessing and coordinating emergency medical response and collecting/maintaining camper medical forms.

III. Classification – Part-Time (PT)

IV. Relationships

A. Internal

1. Reports directly to the Guest Service Director.
2. Reports indirectly to the Administrator.
3. Relates to all AFBE staff in the operation of AFBE.

B. External

1. Relates to all guests, when appropriate, in a courteous and helpful manner.

V. Accountability

A. Ensure each camper has an on file Medical history and participation form, as required.

1. Be on-site for camper check-in to review health histories and other medical forms.

B. Organize all camper medication and set up “dispensing system”

1. Collect and be point of contact when receiving medication and their dispensing instructions.
2. Responsible for the scheduled dispensing of medication for each camper.
3. Recording of dispensed medication

C. Conduct inventory of supplies and notifying Guest Service Director to place orders when necessary, ensuring timely arrival of supplies.

D. Keep accident/incident reports that can be used for risk-management assessment. This should be kept in conjunction with the medical log.

E. Care for ill or injured campers/staff.

F. Provide First Aid for minor injuries and illnesses

1. Cuts, scrapes and bruises
2. Insect stings and bites
3. Dehydration and sunburns
4. Home sickness

G. Reside on-campus during scheduled camp events.

H. Be “on-call” at all times during scheduled camp events.

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Camp Nurse

- I. Be a medical resource that would bridge the gap between basic medical knowledge and calling 911.
- J. Assist in the checking and maintaining of first aid kits when needed.
- K. Perform other duties as assigned.

VI. Characteristics

- A. Demonstrates a commitment to Christ and the church, preferably a member of a local Southern Baptist church.
- B. LVN or RN preferred.
- C. State of Texas Registered Nursing License, Active
- D. Certification in PALS, CPR and ACLS
- E. Pediatric experience preferred
- F. Previous camp experience preferred
- G. Should demonstrate the ability to be pleasant and accommodating to guests.
- H. Frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
- I. Frequently lift and /or move up to 25 pounds and occasionally lift and/or move up to 40 pounds.
- J. Required to use hands and fingers to feel, handle or operate objects, tools or control; and to reach with hands and arms.
- K. Required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- L. Able to use reasoning ability to apply commonsense understanding to carryout written and oral instructions and has the ability to deal with problems in a variety of situations.
- M. Keep in confidence any sensitive matters relating to the conference center of guest relations.
- N. Should be able to work satisfactorily under pressure and demonstrate a poise that reflects the views and principles of Alto Frio Baptist Encampment.