

SARGENT CENTER FOR OUTDOOR EDUCATION

CAMP NURSE

PURPOSE

Oversee the health and safety of designated participants and staff to promote a healthy camp community by operating the Health Center, administering medications, treating illness and injuries, and acting as a liaison to parents, teachers, camp staff and health providers.

SUPERVISION GIVEN AND RECEIVED

General supervision given by School Program Coordinator. Seasonal specific supervision provided by Adventure Camp Coordinator (July-August). Works independently and with additional Adventure Camp nurse(s) to perform duties as described.

RESPONSIBILITIES

1. Conduct regular Health Center hours daily to administer medication and give attention to non-emergency health needs.
2. Maintain health center activity records including, but not limited to, treatment log, medication log and near miss/accident reports.
3. Review and organize health and immunization forms provided by participants. Inform camp staff and teachers of relevant health information. Enter information in appropriate databases.
4. Act as a liaison between Sargent Camp and parents, teachers, doctors and school nurses regarding health needs and relevant paperwork.
5. Coordinate special dietary needs with food service. Discuss needs with parents, plan menu substitutions, and prepare weekly written kitchen orders. Be present at meals as needed.
6. Maintain cleanliness and sanitation of health center treatment area and equipment. Assist with and direct cleaning of personal bedding, clothing and living spaces affected by sick campers and students.
7. Inventory and order medical supplies and equipment. Create and replenish First Aid kits for program staff.
8. Provide training in health services and emergency procedures for staff.
9. Complete and file Worker's Compensation claims, process hospital invoices, and coordinate billing procedures with area health care providers.
10. Remain current on state and accrediting body requirements, as well as health/illness trends in the camp setting, reviewing and revising materials and procedures as needed.

11. Review standing orders with center physicians annually. Obtain written agreement forms from all center health care providers. Review and revise health and medication forms for participants annually.
12. Provide on-call consultation services between 6:30 p.m. and 7:30 a.m. four nights per week during the School Program year.
13. Serve on Risk Management Committee and help prepare meeting notes, reports, etc.
14. Other duties as assigned.

SCHEDULE

During the school year, the schedule includes standard meal med times Monday through Friday, office hours in the morning, and some time off in the afternoon. Generally this works out as follows:

Monday: 10:00 a.m. - 6:30 p.m. (Arrival day for schools)
Tues-Thurs: 7:30 a.m. - 12:30 p.m. (includes lunch); 3:00 - 6:30 p.m.
Friday: 7:30 a.m. - 1:00 p.m.

From July through mid-August, Adventure Camp hires an additional nurse or nurses. A 40+ hour schedule Sunday through Friday plus every other overnight and on-call time will be worked out with supervisor.

QUALIFICATIONS

1. New Hampshire L.P.N. or R.N. license
2. First Aid and CPR certifications
3. 1-3 years experience in nursing, preferably with children or adolescents
4. Strong people skills; good team player
5. Able to work flexible hours in a residential camp setting
6. Working knowledge of Microsoft Office and databases

BENEFITS

Competitive salary, full benefits package including health and dental insurance, retirement (after two years), and tuition remission. Generous vacation and holiday time beginning first year.

AVAILABLE

Position scheduled to be filled by February 2008. Applications accepted until January 10.

TO APPLY

Send cover letter, resume and the name, address, phone, title and relationship of three references who can attest to your recent work to:

Search Committee
Boston University Sargent Center
36 Sargent Camp Road
Hancock, NH 03449