



## ROLE DESCRIPTION

|                    |   |
|--------------------|---|
| <b>Job Title:</b>  | Health Services - Nurse   |
| <b>Reports to:</b> | Camp Directors and Health Services Coordinator (formerly Health Care Administrator) |
| <b>Supervises:</b> | Campers   |
| <b>Revised:</b>    | April 5, 2023   |

**Role Summary:** Health Service clinical staff members are licensed healthcare providers who staff the Camp Hollymont Health Center and work as a team to meet camper and staff healthcare needs. They are generally nurses who have a love for children and the camp environment. They screen, observe, treat, monitor, supervise, secure, help, encourage, and provide guidance while modeling what it means to be a Christ-follower. Medical expertise, wisdom, patience, perseverance, tact, attention to detail, flexibility of mind and body, and a sense of humor are essential.

Health Services staff members are crucial for the success of camp operations. Their role and duties ensure that Hollymont is in compliance with ACA accreditation standards. Hollymont's reputation as a camp parents can trust with their children is reinforced. Most importantly, this team makes it possible for campers and staff members to play, learn and work in an environment that is responsive to their healthcare needs.

### **Essential Accountabilities:**

**1. Provides direct services to campers and staff to assure healthcare needs are met.**

***Performance Criteria:***

- A. Conducts camper and staff screenings upon arrival at camp, reviews health related documentation for completeness and areas for clarification, collects medications, discusses health issues and needs with parents/camper/staff.
- B. Securely stores, prepares daily doses, and dispenses medications to campers and staff at prescribed times.
- C. Staffs the "Patch Box" at the Health Center providing first aid and short consultations.
- D. Staffs the "Quiet Infirmary" at the Health Center attending to campers and staff who require extended consultations, treatment, monitored care, isolation, and/or rest.
- E. Attends to off-campus duties such as escorting campers and staff who require off-campus medical treatment and retrieving prescriptions and medical supplies from local pharmacies/stores.

**2. Supports Camp operations, programming, and activities.**

***Performance Criteria:***

- A. Acts as a Health & Safety Advisor observing and anticipating health and safety needs with regards to both campers and staff. Suggests courses of action when health and safety issues arise.
- B. Chaperones trips and/or activities to ensure medical assistance is available if needed. Is responsible for providing access to standard first-aid supplies appropriate for designated activity. May be called upon to drive a vehicle or to assist with camper supervision.
- C. Assists staff with program activities such as helping with activity setup/breakdown, occasional light supervision of campers during night or large group activities, and assistance with putting campers to bed.

**3. Performs administrative duties to support camp operations and healthcare services.**

***Performance Criteria:***

- A. Retrieves and reviews camper and staff medical forms prior to their arrival noting anything that needs clarifying during the check-in screening.
- B. Verifies consultation documentation is complete within the camper or staff member's health record.
- C. Ensures camper/staff confidential PHI is kept secure during sessions and is returned to the Camp Office when session and records are complete.
- D. Inventories and verifies expiration dates for supplies and obtains replacements as needed.
- E. Ensures medical waste and confidential information are disposed of properly.

**4. Supports Health Center operations as determined by contracted work period.**

***Performance Criteria:***

- A. Prepares the Health Center for the commencement of camp. Unpacks, organizes, inventories, and procures adequate Health Center supplies.
- B. Assists with staff orientation as requested.
- C. Inventories and packs Health Center supplies according to off-season storage protocols at the close of camp.
- D. Labels and moves all Health Center Hollymont property to the designated pick-up location. Notifies moving team for pick-up.
- E. Ensures Health Center is ready for hand-over to Rabun Gap and turns in keys to Hollymont Office.

**5. Promotes and abides by Hollymont behavioral and performance standards.**

***Performance Criteria:***

- A. Models the behavior of a Christ-follower showing evidence of the Fruits of the Spirit which are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- B. Presents self and Camp Hollymont in such a way as to create a favorable first and lasting impression upon campers and their parents showing hospitality, competence, and trustworthiness for the welfare of their child and their child's experience.
- C. Mentors campers in obtaining or deepening relationship with Jesus Christ as Savior and Lord.
- D. Abides by the standards set forth in the Camp Hollymont for Girls Employee Manual and Statement of Faith.

**Qualifications, Skills, Knowledge, Abilities:**

- Female Preferred – Given that our camper population is strictly female, our preference is to have female healthcare providers.
- Minimum age requirement is 21.
- Must be credentialed to practice nursing in the state of Georgia.
- Must have work/camp experience along with leadership skills to demonstrate the maturity and skill level necessary to meet the requirements of the job.
- Must exhibit an ability and willingness to meet staff qualifications and workplace rules listed in the Employee Manual.
- Must possess the physical ability to carry a small child a short distance in an emergency.
- Must be physically and emotionally able to cope with the stresses associated with the 24-hour care of minors and staff.
- Due to the vital role health services staff play in the staffing structure for providing healthcare services and conducting camp operations, a minimum commitment of at least one full camp sessions (14 days) is preferred.

**Required License:** Nursing credentials valid to practice in the state of Georgia. RN preferred.

**Required Certification:** CPR/AED or equivalent.

**Working Conditions:** Campus terrain is mixed – hills, level ground, uneven surfaces, and steps. Will work both indoors and outside with individuals and both small and large groups.

**OSHA Category:** Potential for exposure to blood or body fluids.

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of staff classified in this role. Additional information pertaining to employment in this role will be clarified in the attached Addendum A.**

|                          |                    |
|--------------------------|--------------------|
| <b>Employee:</b> _____   | <b>Date:</b> _____ |
| <b>Supervisor:</b> _____ | <b>Date:</b> _____ |

## ADDENDUM A

### LODGING

Health Services staff members live in camp housing determined by camper & staff health needs. This may include designated rooms on the hall in camper houses, in separate staff quarters, or in the Health Center if campers or staff are there overnight.

### DAILY SCHEDULE

Camp medical staff are constantly busy meeting camper and staff needs. The typical day starts with breakfast and ends late at night once the campers and staff are settled into their houses. We try to staff at least three health services team members each session. This allows staff to have a break during the day.

This camp schedule is tentative and subject to change prior to the start of the summer. Schedule will be altered for Thursdays, Saturdays, Sundays, Opening and Closing Days.

Revised March 2023

|               |                                      |
|---------------|--------------------------------------|
| 8:00          | Wake Up                              |
| 8:30          | Breakfast                            |
| 9:00          | Morning Watch                        |
| 9:30          | Cluster Clean-up                     |
| 10:00- 10:45  | 1 <sup>st</sup> Skill                |
| 10:50 – 11:35 | 2 <sup>nd</sup> Skill                |
| 11:45 – 12:30 | Lunch                                |
| 12:40 – 1:25  | 3 <sup>rd</sup> Skill                |
| 1:30 – 2:15   | 4 <sup>th</sup> Skill                |
| 2:20 – 3:20   | Mail & Rest Hour                     |
| 3:25 – 3:45   | Canteen                              |
| 3:50 – 4:35   | 5 <sup>th</sup> Skill                |
| 4:40 – 5:25   | 6 <sup>th</sup> Skill                |
| 5:30 – 6:15   | Dinner                               |
| 6:30 – 7:45   | Night Activity                       |
| 8:00 – 8:15   | Evening Watch                        |
| 8:15 –        | Showers & Cluster Devotions          |
| 9:30 –        | Light out for Hummingbirds           |
| 9:45 –        | Lights out for Cardinals & Blue Jays |
| 10:15 –       | Lights out for Eagles                |

## **DATES AND COMPENSATION**

Health Services staff will arrive on Saturday before the full session begins on Sunday and will attend orientation, screen a limited number of CIT campers and staff, and prepare for Sunday's full move-in. HIRING PREFERENCE WILL BE GIVEN TO APPLICANTS WHO ARE AVAILABLE FOR FULL SESSIONS.

### **AVAILABILITY:**

Counselor/Staff Orientation June 4 - 10  
A Session – June 10 – June 23  
B Session – June 24 – June 7  
C Session – July 8 – July 21

Orientation week opportunities are limited to returning staff with administrator approval.

On a very limited basis, one week work periods may be available with Camp Administrator approval. Work periods for one week staff would be either:

Week 1: Arrive Saturday @ 1 pm - Saturday @ 1 pm

Week 2: Arrive Saturday @ 1 pm - Saturday @ 1 pm (will provide coverage until next session nurses arrive.)

Variations to the above listed work periods may be granted at the discretion of the Camp Directors and Health Services Coordinator.

### **COMPENSATION:**

Salaries are based on the assumption that each staff member meets the technical and moral requirements set forth in the role description and employee manual while upholding the high standards of biblically-based Christian Service. Salary will be pro-rated if staff leaves early, arrives late, or takes extended leave during the session.

### **TUITION EXCHANGE:**

As valuable consideration for the services provided by a Health Services clinical employee, the employee is permitted to enroll one female camper at no tuition cost in a session equivalent to that in which she is working. Camper arrival must commence with the beginning of the session (i.e. no second week arrivals.) Employee will be required to pay any additional camp fees and costs relating to store purchases, camp trips, skills, and other extras. Nurse rate tuition charge will be posted to the camper's account upon registration and the tuition earned credit will be applied once employee contract is complete. If the employee fails to follow-thru with their contracted commitment, they will be responsible for the full tuition rate for their registered child who attends camp.

### **SALARY:**

Health Services staff members who do not take advantage of the Tuition Exchange option will be paid an amount equal to the value of the nurse rate tuition.

**ROOM AND BOARD:** Room and board is provided for each staff member. In addition to your salary, Camp Hollymont will be paying Rabun Gap weekly for your meals and lodging.

Hollymont is an equal opportunity employer. Some positions are validated for specific physical or emotional abilities, gender, and/or religious traditions.