



# Health Coordinator

## Job Description

### Brief Description

Responsible for the safety and good health with the entire community, distributes medication and first aid

### Qualification and Education Requirements

- Must be one of the following; Licensed physician, registered nurse, practical nurse, emergency medical technician, medical first responder or an adult with First Aid and CPR
- Hold CPR certification
- Over the age of 18
- Has been certified in *Safeguarding God's Children*

### Responsibilities

- Distributes medication
- Responds to medical emergencies
- Follows the Standing Orders as written by a licensed physician
- Ensures the incident reports and medication distribution reports are in order and filled out
- Ensures that all the supplies listed on the Standing Orders are available
- With the Camp Director
  - o ensures that all health matters (including records) are in compliance with the State of Michigan and the policies of the Diocese of Western Michigan
  - o sets up and carrying out standards for health and safety of campers and staff works with kitchen to ensure healthy meals
  - o works with cabin staff to ensure standards for health and safety
  - o works to set the rules pertaining to health and safety and ensure they are being enforced
- Works with the Junior Camp & Senior Camp Directors and the other staff to ensure that all activities fit within the purpose statement of the camp and the mission statement of the Diocese.
- Practice appropriate boundaries and rules for life at camp, and encourage this with all staff members and campers.
- Follow and implement COVID-19 Camp Newaygo Policies

### Lines of Authority

- Reports directly to the Junior Camp & Senior Camp Directors