



## First Aid Attendant

*"In response to God who loves and calls us, Camp Squeah provides a place of refuge in a natural setting where people of all ages can build relationships, grow and be nurtured."*

**Job Title:** First Aid Attendant

**Supervisor/Mentor:** Assistant Summer Program Director / Summer Program Director

**Supervising/Mentoring:**

**Commitment:** 10 Weeks (Beginning one week before Summer Staff Training)

**Position Type:** Paid – Summer Leadership Team

### **Position Overview:**

The First Aid Attendant will be responsible for responding to health needs of summer staff and campers. He or she must have successfully completed a minimum OFA Level 2 (preference may be given to a higher level first aid, LPN or RN) course prior to the summer assignment. Competence administering first aid as a first responder to any medical emergency or concern is required. The First Aid Attendant must be comfortable managing a medical station with a controlled and locked medical cabinet and a variety of first aid supplies. Excellent bedside care for children is needed, along with quick decision making skills, and quality communication with parents and care givers. Summer preparation meetings, in advance of summer, and debrief meetings, following summer, with the Leadership Team are also required.

### **General Responsibilities:**

- Actively participate in the Leadership Team, representing medical, safety, and public health needs of staff, volunteers, and campers.
- Administer first aid to all summer staff, campers and guests on site while on duty.
- Keep a clean and well organized first aid station and quarantine room.
- Safely administer all prescription medication to campers.
- Be primary medical emergency response on call during the camper week.
- Maintain accurate records of all treatment procedures.
- Report all medical needs and significant incidents to the Summer Program Director.
- Manage the use of all camp radios and first aid kits; keeping all first aid kits stocked and prepared.
- Receive medications and medical information from parents at registration time.
- Assist campers with physical exercises as required.
- Assist counselors with evening nighttime routine concerns for campers.
- Provide leadership in other areas of summer ministry as required.
- Clearly and promptly communicate treatment and health needs to parents of campers needing care.

### **Required Qualifications and Skills:**

- Minimum 19 years of age.
- Certified with OFA 2 or higher (financial assistance may be provided towards certification)
- Be actively pursuing a deepening relationship with God.
- Utilize strong verbal communication skills
- Capable of physical, sometimes strenuous, activity in the outdoors, under all weather conditions.
- Show care for the physical and emotional needs of children and adults in a busy environment.
- Able to live in close quarters with others
- Well organized and detail oriented, capable of keeping meticulous records

**Supervision and Mentoring Plan:**

The First Aid Attendant will be supervised by the Summer Program Director. A schedule of daily check-ins will be maintained to ensure that all critical information is shared between the Summer Program Director and the First Aid Attendant. In addition the Summer Program Director will ensure that the First Aid Attendant receives all practical support and supplies. The Summer Program Director will provide supervision throughout the day. The Summer Program Director and Assistant Summer Program Director will also be available on call at all times for any questions or immediate concerns.

**Mentoring Plan:**

The Summer Program Director will provide mentoring for the First Aid Attendant. This will be primarily one-on-one. The Summer Program Director will provide feedback and recommendations on developing a holistic care atmosphere. The aim will be to ensure that the First Aid Attendant is able to provide proper medical treatment as needed, but also to assist with the emotional needs of campers away from their home environment. One goal setting meeting and two reviews will be conducted with the Summer Program Director to help the First Aid Attendant reflect on personal growth and learning points through the term.