

THE SALVATION ARMY
METROPOLITAN DIVISION – Wonderland Camp and
Conference Center
POSITION DESCRIPTION

POSITION TITLE: Camp Nurse CNA

LOCATION/DEPT: Wonderland Camp and Conference Center

REPORTS TO: Camp Nurse RN

OUTCOMES

The Camp Nurse CNA is to assist the Camp RN with the overall execution of the Health Program at Wonderland Camp, and respond to any emergency. Will manage medical records of campers and staff, supervise health and cleanliness standards, and to help provide adequate physical health conditions for all.

PRIMARY DUTIES AND RESPONSIBILITIES

Administrative Duties

1. Work with Camp RN regarding health policies and sanitary conditions.
2. Work with Camp RN on any problems that arise regarding the health of staff and campers.
3. Assist as assigned with opening Health Center and obtain necessary supplies after checking the current inventory at the beginning of the summer and throughout the summer as necessary.
4. Review the standing orders with the Camp RN and follow them throughout the summer.
5. Guide and participate in camper health check-in on opening day of each specified encampment (youth camps, senior citizens and territorial).
6. Hold regular office hours and arrange for emergency coverage on a 24 hour basis. Keep main office notified of your location for emergencies. Some flexibility with work hours will be needed due to some special programming.
7. Maintain all health related records including: daily log, medical forms, incident (first report) forms, insurance forms and insurance records.
8. Be available for teaching/assisting program staff and campers with anything regarding health and health education.
9. Work with the health services aide. Give guidance as needed and requested.
10. Periodically observe all areas of camp for health and safety, and report any deficiencies to Camp RN.
11. Conduct Health & Safety orientation during general staff training. Work with Camp RN in planning this orientation.

12. Maintain Health Center, medical equipment and inventory. Submit work requests to Program Manager for submission to Maintenance Director.
13. Maintain all first aid kits (vehicles, cabins, offices, kitchen, maintenance etc). Collect and restock all cabin first aid kits at the end of the season.
14. Submit a written brief and inventory at the end of the summer.

Other Duties

1. Participate in leadership training week.
2. Assist with transportation of campers and staff.
3. Maintain a servant attitude; function as part of the ministry leadership team.
4. Maintain a sense of professionalism with a loving spirit.
5. All other duties as assigned.

**Wonderland offers ARC CPR for the Professional Rescuer and Standard First Aid certifications at camp.*

RELATIONSHIPS

This individual relates to and interacts with a wide range of contacts both within and outside The Salvation Army-Wonderland Camp and Conference Center. In these contacts, they act as a representative of the Army and its mission.

SUPERVISION RECEIVED

Under the general supervision of the Program Manager with some freedom to plan, schedule and carry out responsibilities within established policies and guidelines.

PERFORMANCE MEASURES

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

EDUCATION

- Must have current Wisconsin CNA registration or equivalent certification.

EXPERIENCE

- Experience in camp nursing or related nursing field preferred.

COMPETENCIES

- Minimum age of 18 preferred.
- Able to live on camp grounds throughout duration of employment.
- Current ARC CPR for Professional Rescuer and Standard First Aid.*
- Adequate knowledge of (emergency) first aid essential.
- Good communication and interpersonal skills.
- Demonstrated ability to use initiative and be a self starter.
- An attention to detail.

- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- A commitment to the mission of The Salvation Army.

PHYSICAL DEMANDS/WORK ENVIRONMENT

This position is required to do light to moderate physical work. In order to successfully perform the essential functions of this position, the employee is regularly required to remain stationary for some periods of time; use hands and fingers; communicate; move; occasionally required to position self to stoop, kneel or crouch; frequently required to reach with and use arms and hands. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. The work environment for this position includes an office and outdoor environment with a low to high noise level.

POSITION RANKING

Position Ranking: TFT Exempt

SIGNATURES

 SUPERVISOR/DATE
 Date: 6/06, 2/09, 1/10 Date Revised: 9/10

 EMPLOYEE/DATE

THE SALVATION ARMY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.