



Job title	Health Services Assistant
Reports to	Nurse/Health Services Manager
Schedule	35 - 40 hrs/week, Monday - Friday 7:30 am - 4:00 pm, June 21 – August 6, temporary, seasonal, and exempt

Willowbrook Arts Camp seeks a future clinical professional to support the health and well-being of our campers and staff. Primary duties include evaluating and providing treatment for minor injuries and illnesses to campers and staff, administering medication to campers, maintaining all required documentation, complying with reporting practices, this work will be completed under the direction of our Camp Nurse and Health Services Leads.

ORGANIZATIONAL OVERVIEW:

Willowbrook offers an outdoor, six-week summer day camp which has a rich environment of integrated arts and nature. It provides opportunities for children to develop their creative potential through experiences in the arts and environmental studies in an atmosphere that mentors and nurtures the whole child, promotes a spirit of peaceful collaboration, and encourages individual exploration and expression.

ESSENTIAL JOB FUNCTIONS:

- Support the health and wellness of campers and staff
- Assist in the set up and maintenance of the health services area; inventory and request supplies and equipment as needed/approved; keep tent and surrounding area clean and tidy
- Provide health care support and emotional support to campers and staff with minor injuries and illness; check in with nurse on call when in questions of need to send home or to/hospital/clinic for additional medical as needed; in the case of a medical emergency, provide CPR/First Aid until emergency services arrive
- Safeguard most camper prescription medications; administer medication (prescribed) to camper as needed
- Provide OTC medications and treatments as approved by parents in the medical module of Campsite software or call parents for permissions.
- Maintain documentation of all medication dispersals, medical treatment, and health incidents as directed by the Health Services Lead or Nurse.
- Communicate with parents/guardians about medications, medical or other health concerns as needed
- Communicate specific camper health needs/issues to staff and/or Program Director as needed
- Act as Mandatory Reporter (along with Program Director and all staff) for camp
- Oversee general health and safety of the camp; report any health risks, concerns, or issues to the Program Director

DESIRED EXPERIENCE | QUALIFICATIONS | ABILITIES

- Currently enrolled in or entering a clinical post secondary education program.
- Current CPR and First Aid certification required
- Familiarity with medications
- Enjoy working with children ages 3- 18
- Great bedside manner: calming, reassuring and comfortable communicating with all ages.
- Strong assessment and decision-making skills; able to deal with unexpected situations and take initiative/action
- Great communication skills; ability to develop rapport and effectively communicate with campers, parents, and staff
- Spanish speaking highly preferred
- Must be able to electronically record, update, and track medical records/treatments
- Must attend and participate in required staff training(s), set up, and tear down days as scheduled
- Must work all six weeks of summer camp (June , including June 27 to August 5, 2022
- Demonstrate commitment to high professional ethical standards and a diverse workplace
- Must pass a criminal background check .

WORKING ENVIRONMENT | PHYSICAL REQUIREMENTS

- Work is performed primarily outdoors at camp (Brown's Ferry Park, Tualatin, OR), rain or shine
- General schedule is Monday – Friday, 8am – 4:30pm, with 30 min lunch break (must keep walkie/talkie on at all times in case of an emergency)
- Time-share option with second camp nurse is a possibility; must be able to work full days within a part-time weekly schedule
- Ability to work long hours during camp season including some weekend days
- Ability to respond appropriately to situations requiring First Aid/CPR. Must be able to assist campers/staff in an emergency (fire, evacuation, illness, or injury)
- Ability to be on your feet for long periods of time while at camp
- Ability to lift and carry objects of moderate weight; bend, stoop, kneel, crouch, push and other strenuous activities

HOURLY RATE

- \$16 per hour
- This position is temporary, seasonal, exempt and non-benefited

HOW TO APPLY

Please send your resume to employment@willowbrookartscamp.org with the subject line “Health Services Assistant” for consideration.

Willowbrook Camp is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.