



## **JOB DESCRIPTION**

### **POSITION:**

# **HEALTH & SAFETY OFFICER**

#### **QUALIFICATIONS:**

Be at least 20 years of age.

Interest in working in an outdoor environment with campers who are children, and with adult and child campers who have special needs.

A Health Director shall meet the training requirements of the State of Michigan as described in the Skyline Summer Camp Health Care Plan

#### **RESPONSIBLE TO:**

- Skyline Director
- Skyline Program Director
- The licensed physician signing Health Service Policies

#### **GENERAL RESPONSIBILITIES:**

- Implement Health Care Policies - Health Care Plan
- Monitor health care
- Maintain medical records

#### **SPECIFIC RESPONSIBILITIES:**

- Pre-camp training
- Be on-site at all times when campers are in residency
- Participate in on-site registration process
- Secure and store under lock Infirmary First Aid and Medical Supplies
- Perform Visual Physical Examination of campers
- Provide continual supervision of camper(s)/staff in Health Center
- Administer prescribed treatment
- Maintain permanent medical records of campers
- Be responsible for Daily Health Surveillance Program
- Prepare first aid kits for emergency use
- Other duties, as assigned by the Skyline Director

#### **COMPENSATION**

- This position is a salary position with an on-site living arrangement required.