



**The Salvation Army  
Golden State Division  
CAMP REDWOOD GLEN**

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**POSITION:** Health Care Associate - Nurse  
**SUPERVISOR:** Assistant Camp Director  
**DEPARTMENT:** Camp Redwood Glen  
**STATUS:** Summer Camp

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**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.

**OVERVIEW:**

A current Registered Nurse Certification is required for this position and will be responsible for implementing and ensuring all health and safety of Camp Redwood Glen runs smoothly and in accordance with the Camp protocol. The objective of the Nurse is to work with local medical professionals on the camp's health plan, and to actively participate in camp programs (i.e. campfire, etc.) all to keep campers and staff healthy and well during the Summer season.

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**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Training staff during pre-camp orientation and training:
  - Health and Safety Precautions, routines, and procedures.
  - First Aid procedures.
- Notify the Assistant Camp Director and/or the Executive Director of all emergency and major admissions to the camp's Health Care Center.
- With the assistance of other staff members, examine each camper upon their arrival at camp for lice, communicable diseases, and signs of abuse.
- Notify the camp Executive Director (in the Business Office) and the Assistant Camp Director of any camper or staff member that is taken to Dominican Hospital or other medical treatment—for insurance and workman's compensation claims.
- Review with the Cabin Leaders of their responsibility to report:
  - Illness, injury, or unsafe practices and conditions that might contribute to accidents.
  - Camper dietary habits, including failure to eat a variety of food and rapid gain or loss of weight.
  - Symptoms of disturbance such as restless sleep, nail-biting, withdrawal, or prolonged homesickness.
- Review the established Health Care Plan and pay particular attention to the following guidelines:
  - Responsibilities and authority of any other staff providing health care.
  - General routines for camp health care and sanitation.
  - Record Keeping.
  - Provision of supplies and equipment.
  - Relationship and agreements with medical personnel, hospitals, and providers of emergency care.
- Ensure treatment protocols have been reviewed and approved by a licensed physician and include:

- Procedures for dealing with common illnesses and injuries.
  - Procedures for health screening.
- Prepared to handle life-threatening medical emergencies and establish procedures to handle emergencies such as:
  - Emergency transportation to medical facilities.
  - Written arrangements with community services for emergency transportation.
  - Written instructions to the Food Services Manager regarding staff and camper food allergies and written instructions to counselors regarding allergies of campers in their care.
  - Known or reasonably expected potential emergencies related to known health conditions of staff and campers (i.e., epilepsy, bee sting allergies, etc.).
- Ensure complete health histories are on file for all staff and campers, which must include the following information:
  - Current health conditions requiring medication.
  - Special restrictions or considerations while at camp.
  - Minors have signed permission forms from parents for emergency medical treatment.
- Maintain a daily health log with the following information in ink:
  - Date, time, and name of the person injured or ill.
  - General description of injury or illness.
  - Description of treatment, including any treatment administered away from the health center at the medical clinic, hospital, or wilderness trip.
  - Administration of any routine medication after each meal and at bedtime according to label instructions ensuring all medications are returned to the campers on the last day of each session.
  - Initials of the qualified person evaluating and treating the patient.
- Responsible for keeping the Health Care Center clean, and adequately stocked with health and medical supplies, this includes keeping all first-aid kits and universal precaution kits stocked for all buildings including camper dormitories.
- Complete all accident and insurance forms on staff or campers requiring medical attention.
- Complete a written brief at the end of the summer to include:
  - Summary of treatments for all staff and campers to:
    - Camp Health Care Center
    - Clinic or Dr.'s Office
    - Dominican Hospital
  - Equipment inventory and requisitions for the next year.
  - Recommendations for next summer regarding health and safety procedures on the first day of camp sessions and review all health records, compile and distribute copies of medical forms to all counselors.
  - Records for insurance companies (incident reports, etc.).
- Responsible for the continual supervision of staff and campers who, due to health or medical reasons must remain in the Health Center.
- Work closely with the OAC Director with maintaining medical supplies and ensuring that the medical logs are signed and in order.
- Spend time with, befriend, and interact with all Cabin Leaders and campers to foster a quality camping experience in accordance with the stated goals of The Salvation Army's camping program.
- Actively participate in the spiritual formation of campers and staff.
- Be an appropriate and effective example for both campers and staff members, exhibiting Christ-like conduct, concern, and service.
- Report any suspected child abuse issues to the Assistant Camp Director immediately and take necessary actions to report it properly.
- Any other duties as assigned by your supervisor.

**All staff may be called upon at any time to assist in the total operation of the camp. You are expected to join in all evening programs; absences are excused only through the Assistant Camp Director.**

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**QUALIFICATIONS:**

- 21 years of age or older preferred.
  - Must have general skills in working with children.
  - Must be able to keep and maintain correct and accurate records for campers and staff members.
  - Must have current CPR/First Aid/AED certification.
  - Must be an RN, LPN, EMT, or MD.
  - Must be of good moral character.
  - Must have a personal and growing relationship with the Lord.
  - Preferred previous camping experience either as a camper or as a staff member.
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**PHYSICAL REQUIREMENTS:**

Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis. Ability to grasp, push and pull objects and tools. Ability to lift up to 25 lbs.

*Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.*

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**ESSENTIAL FUNCTIONS:**

This job description should also identify the essential functions of the job, including any physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job.

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**Acknowledgment of Religious Purposes of The Salvation Army**

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing to his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her services are a necessary part of The Army's religious purposes, and his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Army's religious purpose.

**At Will Employment Statement**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

***Equal Employment Opportunity Employer: Minorities/Women/Veterans/Individuals with Disabilities.***

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Assistant Camp Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_