



## 2023 Health Care Provider Job Description

### About Us

For 40 years, Camp Amicus has provided impactful and life-changing camp experiences for children, teens, and youth with Learning Disabilities, ADHD, and related diagnoses. It is a place where participants are seen and understood for who they are, with individual supports in place for each camper to find understanding, build confidence and maximize their potential. All programs at Amicus are based on current evidence-based and peer-reviewed models and interventions.

### About You

Camp Amicus is not only a place for our campers to grow but for our staff to grow too! We are passionate about helping staff develop new skills and find their passions within their role at Camp Amicus. Amicus staff are defined by their desire to grow, take responsibility for any missteps (we all make mistakes!), are flexible when changes happen, communicate with others clearly and honestly, and are self-starters. Amicus is not limited to folks with a set background in working with children, or camp/recreation programs. We appreciate having staff with little or no experience joining our team who want to learn as they often provide new perspectives on our programs, policies, and how Amicus can be successful.

### Position Summary

You will be working closely with the Camp Manager, Counsellor Coordinator and Intake Coordinator to ensure all camper medical information is correct and up to date. The Health Care Provider is focused on the organization, storage, and administration of medications to our camper population with diverse needs. Additionally, they are responsible for supporting and communicating any time-sensitive, escalating, or unique medical concerns to the Camp Manager and Counsellor Coordinator as they arise at overnight camp programs.

### Physical/Social Demands of the Role

Candidates must be able to see and respond to campers and other staff consistently.

Candidates must be able to work in a consistently mobile fashion - moving for up to 4 hours a time.

Candidates must be able to sustain attention to the program participants without significant impairment.



Candidates will not have access to their cell phones during work hours, except during special circumstances and emergencies.

### **Key Position Responsibilities**

In accordance with our mandate of creating a caring and safe environment for children and their families, we require an up to date (within 6 months of start) Police records with Vulnerable Sector Screening and eligibility to work in Canada.

#### *Medication Organization and Administration*

- review all camper medications prior to the start of camp and update the MARS with accurate information.
- collect and ensure correct dosing of all medications for families at drop-off.
- ensure the proper storage of all medications.
- ensure correct administration and documentation of all medications for campers and staff.
- compile an end-of-season inventory & shopping list.

#### *First Aid*

- treat all injuries and illnesses on or off-site that require greater care than staff with first-aid training can give
- act as a resource for staff with respect to first-aid & medical issues
- assemble all First-Aid Kits at the camp
- ensure all first-aid equipment is kept in good supply

#### *Documentation and Document Management*

- create and update the camp MARS throughout the program.
- review accident/injury reports for both campers and staff.
- communicate medical concerns

#### *Other Duties as Assigned*

### **Qualifications**

#### *Required Criteria*

- Current Standard First Aid and CPR Level-C Certification.
- Be between the ages of 18 and 30 by the start date of your contract.



- A positive attitude and desire to work collaboratively with the Camp Amicus team, giving and receiving feedback professionally.
- Ability to live on-site at our overnight camp for 6 days/5 nights per week for training and overnight camp dates.
- Excellent verbal and written communication skills, and proven organizational abilities.
- Mature, flexible, and well-organized with the ability to work well with other staff, supervisors, and management as a member of a multidisciplinary team

#### *Advantageous Criteria*

- Ability to work beyond the summer program in our year-round recreation and respite programs.
- National Lifeguard Service certification (current or ability to recertify).
- Excellent verbal and written communication skills, basic accounting, and proven organizational abilities.

#### **Position Details**

##### *Duration*

May 17, 2023 - Aug 31, 2023

No programming or training on May 19, July 3, or August 1, 2023.

##### *Location*

##### Overnight Program

- Goldeye Centre  
Nordegg, AB T0M 2H0
- For overnight camp, staff begin work Sundays at 7:00 AM and finish Fridays at 1:30pm.  
Transportation is provided for staff for all overnight camps and staff training.

##### *Compensation*

\$700/week

#### **Application Procedure**

Please submit a resume and cover letter to [amicus\\_employment@foothillsacademy.org](mailto:amicus_employment@foothillsacademy.org)



Camp Amicus is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace that is free from discrimination and harassment. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with authorization to work in Canada. Accommodations are available on request for candidates taking part in all aspects of the selection process.