

WELLNESS ASSISTANT



DEPARTMENT: Program

JOB CATEGORY: Wellness

REPORTS TO: Wellness Coordinator

EFFECTIVE: May 2017

JOB SUMMARY

The Wellness Assistant provides support to the Wellness Coordinator in the execution of the Foundation's Wellness Program.

QUALIFICATIONS

- Currently enrolled in a BScN, RN, or RPN/LPN program from an accredited college or university
- First Aid and CPR certification
- Clear criminal background check and/or vulnerable sector search, if applicable
- Bilingualism (English and French) may be required at some camp locations
- Legally eligible to work in Canada or the USA, depending on camp location
- Ability to live on-site for an extended period of time and work flexible hours
- Related experience working in a healthcare setting, under the direction of a nurse, is an asset

KEY RESPONSIBILITIES

- Assist in the completion of health screening for arriving and departing campers
- Provide first aid and assess staff and campers for routine conditions
- Administer routine medications and treatments in conjunction with the Foundation's wellness standards
- Maintain and securely store staff and camper health files including health history, patient consultation reports, daily medication administration, and treatment records
- Maintain first aid kits and first aid records, including keeping an inventory and replenishing supplies
- Promote healthy practices throughout the camp and acting as a positive role model to young campers

Tasks are representative, but not all inclusive.

I acknowledge that I have read and understand this job description.

Employee Name (Print)

Employee Signature

Date

Manager Name (Print)

Manager Signature

Date