

CENTRAL WISCONSIN ENVIRONMENTAL STATION

HEALTH CARE COUNSELOR – SUMMER 2024



The Central Wisconsin Environmental Station is a field station supported by the University of Wisconsin-Stevens Point College of Natural Resources and the UWSP Foundation, Inc. The Station is operated year-round by permanent staff and university students as an environmental education center for people of all ages.

Description:

The Health Care Counselor is the primary care provider for all CWES organized summer camps & Contract/Specialty Camps (see camp descriptions below). This position is responsible for providing individualized care and attention for campers, including dispensing, and documenting all medication campers require. All camp staff are required to carry basic first aid kits with them when with campers. The Health Care Counselor is required to live on-site when camps are in session. The Health Care Counselor will also assist with or lead programs in other areas, including recreational and educational activities, including camping overnight with campers and staff at a primitive camping area across Sunset Lake during assigned weeks. During the summer, CWES offers:

1. Residential Summer Camps: Campers stay overnight for anywhere from a few nights to a full week depending on the session. Some overnight sessions include off-site camping.
2. Day Camp: Campers join CWES staff for the day for nature-based activities and camp programming and return home each night.
3. Contract and Specialty Camps: CWES staff facilitate outside groups that come to use the property and our equipment. These groups come with their own leadership but CWES staff still have the opportunity to connect and interact with campers.

When overnight CWES camp is in session, staff are given a 3 hour block off daily. During off-time you are welcome to leave the site to run errands or stay on CWES grounds to wash laundry, kayak, hike, relax, etc.

Daily/Weekly Responsibilities & Duties:

- Report directly to the Summer Camp Director while overseeing the operation of the Health Lodge including preparing for upcoming camps using registration information from CampDocs, and making copies of camper health and history forms. Review health history forms prior to campers arrival.
- Prepare and restock first aid kits weekly for all CWES staff, and prepare medical kits for all off site or overnight camping trips
- Provide first aid to both campers and staff in the case of injuries and illnesses
- Communicate confidentiality clearly and effectively with campers, parents, Summer Camp Director, and other staff about camper medical needs each week
- Document phone calls and medical incidents in the CWES incident log
- Dispense prescribed medications to campers during designated times (ie: breakfast, lunch, dinner, bedtime, etc)
- Follow mandatory Wisconsin State protocols for safe handling medications, confidentiality, and dispensing/recording medication
- Perform health checks upon camper arrival each week (check for fever, lice and athletes' foot)
- Track medical inventory and provide a list of medical supplies that need to be ordered two weeks before running out to CWES Director
- Assist with training staff in basic first aid and health care procedures during staff training and refreshers
- Remain flexible to scheduling changes as necessary
- Be physically present when State and ACA personnel inspect the property and perform their annual health code check
- Other duties and projects, as assigned

Essential Functions:

- Work cooperatively with summer program staff members and CWES year-round/permanent staff to build and maintain a positive, cohesive work atmosphere for all
- Live in a shared space with fellow summer staff on non-residential camp weeks, and live in shared space with campers during residential camp weeks
- Serve as a positive role model to campers by following and implementing camp objectives, rules, policies and guidelines
- Work in other departments, as needed: maintenance, food service, camp garden
- Maintain an inclusive, positive and respectful attitude towards all staff and campers
- Lift 30 lbs.

Waterfront Responsibilities:

- Lead in supervision of the waterfront and waterfront safety procedures
- Supervise waterfront in-service trainings for lifeguards
- Make campers aware of waterfront rules and policies and enforce appropriate safety regulations and emergency procedures
- Perform camper swim checks
- Maintain waterfront equipment, including first aid kit

Accommodations:

When Counselor/Naturalists are assigned to a cabin during CWES residential camp, they will spend the night in the cabin with their campers. For the Health Care Counselor, we will try our best to accommodate you sleeping in the staff housing, but may need to sleep in the same space as campers, at times. During other times (ie: Contract Groups), Counselor/Naturalists and the Health Care Counselor will be provided shared, staff housing on-site. Shared restrooms, showers, wi-fi, and laundry facilities are provided. When programs are in session, all staff will receive free meals from the dining hall. When programs are not in session, leftovers may be provided, but not guaranteed.

Staff are welcome to utilize CWES's outdoor equipment and facilities (such as kayaks and canoes, the archery range, or fire pits) during their time off, provided they are not needed for programming purposes. Check in/out procedures in place for safety purposes.

Schedule:

Employment begins June 3rd and ends on August 16th. Mandatory training for all staff will be June 3rd-7th. A mandatory mental health first aid training will be required for all staff – **Date & Time TBD**. **All staff will be off July 4th-7th**.

Compensation:

- \$400 per week with lifeguard certification
- Lodging, meals, and laundry offered through contracted dates
- Access to outdoor equipment
- Experience in first aid supervision for a camp, along with knowledge and experience facilitating environmental education programming

Requirements:

- Employees must be at least 18 years of age or older
- Must successfully pass a background and reference check, conducted by UW-Stevens Point
- Wilderness First Aid, First Responder, Wilderness First Responder, or Responding to Emergencies certification required or willing to obtain before camp begins (*CWES will cover the cost of Wilderness First Aid. Other reimbursement to be determined*)
- CPR, AED and First Aid certification, or ability to obtain certification prior to employment (reimbursed at the end of summer)
- Obtain Wisconsin Boater Safety certification, or ability to obtain certification prior to employment (reimbursed at the end of summer)

Requirements (Continued):

- Lifeguard certification or willing to obtain before staff training
- Must maintain effective, appropriate, and sustained mental, emotional, and social interaction while working in camp's youth-centered and dynamic environment
- Must adapt to changing needs/environment, independent problem solving, and clear communication with campers/staff/community members
- Must be capable of living on-site at CWES and working a flexible schedule with long hours

Qualifications:

- Training or experience in giving first aid care
- Previous experience working with children and in a camp setting preferred (but not required)
- Training, experience, or significant interest in recreational activities, environmental education, camping, canoeing, arts and crafts, and hiking, is desired, but not required
- Ability to stay organized in dispensing of camper medication along with tracking medical inventory
- Desire, commitment, and ability to work with kids and people of all ages, backgrounds, and abilities
- Flexible attitude while maintaining an appropriate level of energy despite long hours
- Exhibit characteristics of leadership, responsibility, patience, dependability, maturity, integrity, ability to work independently and with a team, and display a positive attitude
- Working with youth and people of all ages, backgrounds, and abilities

Application Information:

To apply, please submit a resume and 3 references (Name, Relation, Number & Email) to CWES Program Manager (listed below). Applications are reviewed on a rolling basis, and interviews will be conducted as applications are received.

Employment Contact:

Rachel Loomis, Program Manager, Central Wisconsin Environmental Station

Email: raloomis@uwsp.edu | Telephone: 716-346-2798