

STAFF JOB PROFILE

JOB TITLE: HEALTH OFFICER / OFFICE CLERK
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SUMMARY:

1. Serve as a Scouting role model for crews and staff.
2. While on duty, serve as the primary resource for health and safety on the base and act in conjunction with base management in all matters of health and safety. Use good judgment in making decisions.
3. Oversee and maintain an adequate inventory of first aid supplies in all locations on the base.
4. Maintain the Manager at Night, Medical Officer and Nocturnal Communications Center Schedule.
5. Perform clerical work to support the summer program.
6. Responsible for proper handling and counting of money from crew check-in.
7. Check-in crews arriving at the Ely base in a friendly, timely and efficient manner. Explain and distribute permits, collect additional payments and share pertinent information as necessary.

PRINCIPAL RESPONSIBILITIES:

1. Provide for the safety of participants and fellow staff members.
2. Respond in an appropriate manner in an emergency situation. Use proper two way radio procedures and follow evacuation procedures.
3. Maintain accurate daily First Aid logs.
4. Manage and follow-up on all work-related injuries.
5. Ensure all incidents are properly recorded and entered into the BSA's online incident reporting system.
6. Train all medical officers in proper procedures for responding to and reporting health related issues.
7. Coordinate the conduction of health screenings during the crew check-in process
8. Work with the ASSOCIATE DIRECTOR OF PROGRAM to ensure that there is always a medical officer on call on the base.
9. Assist with office duties. This includes but may not be limited to the following.
 - a. Answer phones
 - b. Provide great customer service
 - c. Data entry
 - d. Registering Northern Tier crews
 - e. Filing
 - f. Use proper accounting procedures in dealing with money on the base, including counting, safekeeping and deposits.
 - g. Assemble off-road and off-water packets. Maintain the inventory of each item needed to make the packets and update the materials as needed.
 - h. Check crews in and out of Northern Tier following proper procedures.
10. Perform other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments and other projects as needed.

QUALIFICATIONS:

1. Must have current Wilderness First Responder certification. EMT-B, EMT-A, W-EMT, WALS, RN would also qualify.
2. Be knowledgeable about current wilderness medicine practices as well as urban medicine practices.
3. Emergency medicine experience preferred.
4. Successful completion of Staff Training.
5. Provide a completed BSA Health and Medical Record.
6. Honesty in dealing with the financial needs of Northern Tier.
7. Friendly and customer service oriented with participants and staff.
8. Typing, data entry and computer skills.
9. Have the ability to understand direction and work with minimum supervision.
10. Register as a member of the Boy Scouts of America, Scouts Canada or the International Camp Staff Program.

POSITION REPORTS TO: DIRECTOR OF FIRST IMPRESSIONS

Signature

Print name

Date