

THE SALVATION ARMY
North and Central Illinois Division – Wonderland Camp and
Conference Center
POSITION DESCRIPTION

POSITION TITLE: CNA

LOCATION/DEPT: Wonderland Camp and Conference Center

REPORTS TO: Camp Nurse/RN
Activities Director

FLSA CATEGORY: Non-Exempt

STATUS TYPE: TPT

OUTCOMES

The CNA is to assist the Camp RN with the overall execution of the Health Program at Wonderland Camp, and respond to any emergency. Will manage medical records of campers and staff, supervise health and cleanliness standards, and to help provide adequate physical health conditions for all.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Duties

1. Work with Camp RN regarding health policies and sanitary conditions.
2. Work with Camp RN on any problems that arise regarding the health of staff and campers.
3. Assist as assigned with opening Health Center and obtain necessary supplies after checking the current inventory at the beginning of the summer and throughout the summer as necessary.
4. Review the standing orders with the Camp RN and follow them throughout the summer.
5. Guide and participate in camper health check-in on opening day of each specified encampment (youth camps, senior citizens and territorial).
6. Hold regular office hours and arrange for emergency coverage on a 24 hour basis. Keep main office notified of your location for emergencies. Some flexibility with work hours will be needed due to some special programming.
7. Maintain all health related records including: daily log, medical forms, incident (first report) forms, insurance forms and insurance records.
8. Be available for teaching/assisting program staff and campers with anything regarding health and health education.
9. Work with the health services aide. Give guidance as needed and requested.
10. Periodically observe all areas of camp for health and safety, and report any deficiencies to Camp RN.
11. Conduct Health and Safety orientation during general staff training. Work with Camp RN in planning this orientation.

12. Maintain Health Center, medical equipment and inventory. Submit work requests to Program Manager for submission to Maintenance Director.
13. Maintain all first aid kits (vehicles, cabins, offices, kitchen, maintenance etc.). Collect and restock all cabin first aid kits at the end of the season.
14. Submit a written brief and inventory at the end of the summer.

Other Duties

1. Participate in leadership training week.
2. Assist with transportation of campers and staff.
3. Maintain a servant attitude; function as part of the ministry leadership team.
4. Maintain a sense of professionalism with a loving spirit.
5. All other duties as assigned.

REPORTING RELATIONSHIPS

This position reports to the Camp Nurse/RN and Activities Director.

In contacts related to this position's duties this individual act as a representative of the Army and its mission.

PERFORMANCE MEASUREMENTS

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

EDUCATION/EXPERIENCE

- Minimal CNA registration, or preferred in 2nd year of Nursing School student with 1 year of clinical.
- Experience in camp nursing or related nursing field preferred.
- Minimum age of 18 preferred.

COMPETENCIES

- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A commitment to the mission of The Salvation Army.
- Able to live on camp grounds throughout duration of employment.
- Good communication and interpersonal skills.
- An attention to detail
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- Demonstrated ability to use initiative and be a self-starter.
Current ARC CPR for Professional Rescuer and Standard First Aid*.
- Adequate knowledge of (emergency) first aide essential.

POSITION LIMITATIONS

- This individual will only commit Army resources that have been allocated or approved.
- This individual will keep the Camp Nurse/RN and Activities Director informed on all critical issues relating to his/her area of responsibility.
- This individual will adhere to all Army policies and procedures in carrying out the responsibilities of this position.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- This position is required to do light to moderate physical work.
- In order to successfully perform the essential functions of this position, the employee is regularly

- required to handle medical issues, emergencies and medical equipment.
- The work environment for this position includes an office and outdoor environment with a low to high noise level.

SIGNATURES

Supervisor/Date

Employee/Date

Date: 6/06, 2/09, 1/10

Date Revised: 5/14, 10/18, 11/22, 1/24

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.