



CAMP OOOCHIGEAS

Job Posting: Nurse Coordinator

6 Month Contract

Overall Purpose

As a member of the Camp Oochigeas program team, the Nurse Coordinator is accountable for the delivery of quality medical service to campers and staff participating in Camp Oochigeas programs. The Nurse Coordinator acts as liaison between referring hospitals and Camp Oochigeas and promotes the camp to families. These accountabilities achieve Camp Oochigeas' vision of the following:

- a) To provide the safest and most enriching year-round camp experience for children living with cancer, and
- b) To provide kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

Reports to: Director of Programs

Specific Accountabilities:

1. Planning (10%)

- a) Participate with the Director of Programs in the development, execution and monitoring of Camp Oochigeas' short- and long-term program plans to meet the goals for the strategic growth of the Camp.
- b) Develop and ensure implementation of annual- and long-range program plans and budgets consistent with the strategic goals of the organization.
- c) Monitor and help report on the cost of the annual supply budget

2. Administration (35%)

- a) Maintain Med Shed policies and reference guides
- b) Establish and maintain appropriate documentation process for medication administration, med shed visits, lab forms and supplies
- c) Coordinate the collection and review of volunteer medical and immunization forms.
- d) Enter and ensure volunteer medical information is accurate and kept current in the database
- e) Oversee Med Shed inventory: ordering, tracking supply use, stocking and restocking.
- f) Maintain and update emergency drug box, controlled substances, stock medications, antibiotics and over-the-counter medications
- g) Coordinate camp set up and supply delivery to site.
- h) Ensure appropriate processes are in place to ensure protection, storage and removal of cytotoxic and biohazard waste.
- i) Ensure appropriate infection control is established and executed during Ooch programs

- j) Help train, support and communicate with All Summer Staff nurse to ensure appropriate supplies are available and reordered.
- k) Assist Nurse Team Lead with camper medical program and data management.

3. TB Testing (20%)

- a) Coordinate the administration and delivery of volunteer and staff TB Testing at Ooch Downtown

4. Med Shed Team Coordination (25%)

- a) Recruit, select, train and organize year-round nursing teams.
- b) Facilitate post camp debriefing sessions with Med Shed staff
- c) Responsible for medical staff recognition and appreciation efforts

5. Education (10%)

- a) Conduct education sessions for Med Shed Teams and Out-Trips.
- b) Develop and maintain educational materials for volunteer and staff sessions such as new volunteer training and all summer staff training.

6. Ethics

Help ensure that the integrity, image and quality of all programs are consistent with Camp Oochigeas' mission, operating principles and objectives and adhere to the code of ethics of the College of Nurses, Imagine Canada and the Canadian Code for Volunteer Involvement. As well as the policies and procedures for hospitals Ooch works with including confidentiality

Key Relationships

The Nurse Coordinator:

- a) Works very closely with the Nursing Team Lead
- b) Develops and maintains positive and supportive working relationships with SickKids' medical and supportive staff.
- c) Works closely with Med Shed teams and camp volunteers.
- d) Collaborates with the Ooch Program Managers and Directors
- e) Promotes camp to patients and families at the hospital.
- f) Collaborates with all Ooch staff
- g) Is a member of the Camp Oochigeas Medical Advisory Committee

Experience and Qualifications

Required Criteria:

- a) Current license with the College of Nurses of Ontario
- b) 3 years Pediatric Haematology/Oncology experience
- c) Valid CPR Certification
- d) APHON Chemotherapy and Biotherapy Provider Status required
- e) In depth understanding of Central Venous Access and other devices (GTubes, Pumps)
- f) Current driver's license
- g) Current police reference check

Advantageous Criteria:

- a) Current employment at Paediatric Oncology Program
- b) Demonstrated ability to foster positive relationships with families
- c) Experience as a volunteer or in a camp environment.
- d) An understanding of the power of camp

Personal/Professional Characteristics:

Well organized, strong sense of ownership, enthusiastic, passionate, personable, excellent time-management skills, adaptable, diplomatic, able to work in a small office environment, enjoys work of a clerical nature, able to work with limited direct supervision, excellent oral and written communication and presentation skills, and committed to maintaining a safe and responsible camping program for children with cancer and those affected by childhood cancer

Particular Working Conditions

- a) The Nurse Coordinator is a part-time (0.5 FTE), year-round position that splits its time between working in a paediatric oncology program and at the Ooch Office .
- b) The position involves approximately 4 visits to Overnight Camp (Muskoka & London)
- c) The position involves some evening and weekend commitments. (TB tests, Med Shed staff trainings)
- d) The position involves participation in camp activities, including a weekend at camp.
- e) In consideration of the population we serve, the Nurse Coordinator is a non- smoker.

**As Camp Ooch's Program expands across the province to serve more camper families in more locations it will be re-structuring and growing its Medical Program. This is a 6 month contract but may have the possibility for extension to full-time.*

Equal Employment Opportunity

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.

Start Date: As soon as possible / Immediately

End Date: January 2019

To Apply

Please send us a cover letter, along with your resume to reach us by **August 14th 2017**.

Fax, mail, or email is acceptable and needs to be addressed to the attention of:

Human Resources, Nursing Coordinator
Camp Oochigeas
464 Bathurst Street
Toronto, ON M5T 2S6
Fax: 416 961 2267 **No phone calls please**
hr@ooch.org

Only applicants selected for an interview will be contacted. For more information about Camp Oochigeas, please visit www.ooch.org