Easter Seals Ontario
Helping Kids with Physical Disabilities Succeed

EASTER SEALS ONTARIO - RECREATION DEPARTMENT
JOB DESCRIPTION

Healthcare Supervisor

Number of Positions: 2
Reports To: Nursing Manager
Locations: Camp Woodeden (London, ON) and Camp Merrywood (Perth, ON) each require 1 Healthcare Supervisor. This role lives onsite during the camping season.
Employment Dates and Compensation:
Pre-Camp Work: Up to 15 hours/week remote work April 1 to May 17, 2027 $30/hr.
May 18, 2027 – August 30, 2027. $350.00/day + meals and accommodation.

At Easter Seals Ontario, we provide overnight camping opportunities for kids and young adults with physical disabilities. Each summer we welcome staff from all over the world and pride ourselves on providing an outstanding pre-camp training, so our staff are equipped with all the skills they need to give our campers a great experience. Our camps make many traditional summer camp activities accessible and inclusive, such as swimming, boating, archery, high ropes, and more! Check out our website to learn more about our locations in Perth, Ontario and London, Ontario.

Reporting to the Nursing Manager and working in tandem with the Counselling Coordinator, the Healthcare Supervisor is responsible for the overall well-being of campers, staff, and volunteers. The Healthcare Supervisor is responsible for supervising, scheduling, and supporting a team of healthcare providers, including Nurses and Healthcare Assistants (nursing students). The Healthcare Supervisor monitors and ensures compliance with policies, procedures, and best practices as defined by the CNO and outlined in the Healthcare Manual and the Camper Care Manual.

Summary of Essential Job Functions

Personal Care Oversight:

- In cooperation with other Leadership Team members, train all camp staff in camper care delivery, behaviour support, care logs, incident reporting, and cabin maintenance. Ensuring a person-centered approach to all aspects of care delivery.
- Working closely with the Counselling Coordinator and Recreation Supervisor, ensures that camper care is being provided in a timely and camp-appropriate manner, and that all care activities are logged.
- Conduct daily meetings with the Healthcare and Cabin support staff to ensure the fulfillment of personal care needs and safety requirements.
- Ensure relevant medical information required for providing personal care is communicated to camp staff before camper Arrival Day.

- Lead sessions during staff orientation educating staff on their roles in camper care and first aid.
- Facilitate staff training on specific care for various disabilities.
- Provide staff orientation covering camper health and social needs, health center procedures, emergency procedures, staff health assessment of campers, accident prevention, risk management, nutrition, and first aid in the camp setting.
- Share responsibility for planning, implementing, and overseeing an inclusive, camper-focused culture and delivering an expectational camper experience for every participant.

Nursing Care Oversight

- Supervise a team of Camp Nurses and Healthcare Assistants.
- Provide nursing care to campers and staff during camp sessions.
- Collaborate with Camp Nurses and Nursing Manager to address the healthcare needs of campers and staff.
- Follow Easter Seals policies/procedures as outlined in the Healthcare Manual, Camper Care Manual, Leadership Manual, and Staff Resource Manual.
- Familiarize yourself with the Ontario Camping Association standards and CNO guidelines for healthcare in recreational camping settings.
- Coordinate medication and treatment administration for campers.

Resource Management:

- Organize, maintain, and allocate adequate resources to meet the health care needs of campers and staff.
- Setup the camp Health Hut and Medication Room.
- Manage inventory and ensure all necessary supplies and equipment have been acquired for the Health Hut and Medication Room.
- In collaboration with the Nursing Manager, coordinate schedules for Camp Nurses and Healthcare Assistants.
- Validate healthcare worker hours as logged in the sign-in and sign-out attendance sheet.

Nursing Documentation and Communication:

- Maintain accurate and detailed nursing documentation following the College of Nurses of Ontario documentation standards.
- Communicate with parents and caregivers and manage information sharing between the healthcare and leadership teams, ensuring information relevant to camper wellbeing is shared within the camper's circle of care.
- Ensuring staff and camper health reports are up-to-date and on file.
- Prepare and maintain daily medication and treatment records.
- Complete and file accident report forms.
- Ensure all documentation is securely stored.
- Contact parents regarding their child's health status.

First Aid and Safety:

- Initiate emergency procedures.
- Supervise First Aid procedures.
- Prepare and distribute first aid kits throughout camp, including camp vehicles, kitchen, offices, waterfront, and activity areas.
- Ensure supplies are well-stocked and distributed as needed.

- Play a lead role in assessing and updating the camp's overall risk management plan.

Health Screening and Safety Observations:

- Screen all campers and staff upon arrival and departure.
- Verify health history and examination records.
- Identify observable evidence of illness or communicable diseases and respond appropriately.
- Conduct health assessments.
- Securely store all medications used by campers and staff in the Health Center.
- Supervise sanitary conditions throughout the camp.
- Monitor daily cleanliness in the food service facility and other areas.
- Report any health problems or symptoms of illness to the Nursing Manager.

Other duties as assigned by the Nursing Manager or Manager of Recreation.

Physical Aspects of the Job

- Ability to communicate clearly, and work with groups, and provide necessary instruction to campers and staff.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers and staff.
- Able to manage lifting, bending, stooping, and stretching as well as daily exposure to the sun and heat and varying environmental conditions.
- Must be able to safely lift and transfer campers or equipment, often exceeding 25 kg, using proper techniques and with team support as needed.
- Ability to quickly get to remote locations on camp property over uneven terrain.
- Observe and assess sanitation and safety conditions of the camp.
- Ability to communicate with parents, staff, and administration about camper and staff health concerns.

Minimum Requirements

- Registered Nurse or Registered Practical Nurse holding current registration with the College of Nurses of Ontario.
- Current CPR Level C or BLS, with AED and Intermediate First Aid Certification
- Previous experience working with individuals with disabilities.
- Previous leadership and supervisory experience required.
- Professional liability insurance through the RNAO/We-RPN .
- Paediatric and camping experience an asset.
- Must be comfortable managing schedules, have strong communication skills, be able to teach/train staff during pre-camp, resolving conflicts and enforce care standards during session.
- Willingness to manage Healthcare in a semi-rural setting that necessitates information being captured in both digital and paper formats.
- Holds a person-centered healthcare philosophy and is committed to ensuring this philosophy is embodied in camper and staff healthcare delivery.
- Must provide clear vulnerable sector background check completed within 6 months of the start date of the contract.

Other Considerations

- Easter Seals Ontario camps are fully accessible and provide camping experiences to kids and young adults with disabilities.
- It is recommended that all staff be fully vaccinated against communicable illnesses such as Covid19 and Measles. Easter Seals Ontario staff will follow the health and safety recommendations provided by Provincial and Regional Health Units.
- Model active participation in camp life by engaging in activities where possible, while balancing leadership responsibilities and program oversight.
- Required to stay onsite during camp sessions. Onsite housing provided for camping season; meals provided during camp sessions.
- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the session and days off between sessions.

Scheduled Work Sessions:
Pre-Camp Work: Up to 15 hours/week remote work April 1 to May 17, 2027

May 18-22, 2027
May 28-31, 2027
June 4-8, 2027
June 13-17, 2027
June 20-27, 2027
July 2-7, 2027
July 17-25, 2027
Aug 4-10, 2027
Aug 13-21, 2027

Optional dates when the HCS may need to be available to work in Camp Nurse role:
July 28-Aug 1, 2027
Aug 24-30, 2027.

Easter Seals Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Easter Seals Ontario fosters an environment of inclusivity, empowerment, and safety for participants and staff alike. Easter Seals Ontario is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory ability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws of Ontario.