



Hope Mission – Brightwood Ranch

Job description

Job title: First Aid Attendant

Reports to: Brightwood Manager

Hours of work: 40 hours/week, 8 hour shifts, Mon-Fri, some weekend work may be required

Position Duration: June 28 – August 20

Hope Mission is a non-denominational Christian inner-city rescue mission based in Edmonton, Alberta. Hope Mission also has branches in Calgary, Red Deer, Wetaskiwin, and 2 summer camps (Brightwood Ranch & Camp Hope).

Brightwood Ranch exists to serve, strengthen, and uplift children and youth in Edmonton and area through providing a fun and Christ-centered summer camp experience.

Our Vision

Hope Mission has a vision that men, women, youth, and children who we serve would come to know Jesus Christ as their personal Lord and Savior.

This vision can only be fulfilled only if all staff is diligent in serving, strengthening and uplifting people in the name of Jesus Christ.

Job Summary:

In light of covid-19, Brightwood Ranch will be running Day Camps this summer (2021). Children and youth who access Hope Mission's Tegler Youth Centre in NorthEast Edmonton will be invited to attend summer day camps at Brightwood. The First Aid Attendant will be responsible for taking the lead in all medical emergencies of day campers and team members (injuries, illness). You will also oversee medication administration and maintain accurate records for all emergencies, injuries, and medication distribution. In the instance of a camper needing to go to the hospital you will either go with the camper or ensure the designated driver has all pertinent medical information. You will maintain medical supply inventory and communicate with administration if supplies need to be ordered. When not required for First Aid emergencies you will be a floater, supporting day camp groups as necessary. Cleaning and covid-19 sanitization will be a part of daily responsibilities. All team members will be responsible for following and ensuring all day campers follow covid-19 protocols.

NOTE: Team members living at Brightwood Ranch over the summer will be asked to commit to being a cohort for the summer to reduce the risk of covid-19 spread while living at the camp.

Key Attributes:

- **Teamwork:** Able to serve alongside the Brightwood team to run an engaging Day Camp for children and youth
- **Passion for & Commitment** to working with children who face a variety of obstacles and challenges in their lives
- **Administration:** Able to maintain accurate and detailed records for incident reports and medication administration
- **Multi-Tasking:** Able to juggle competing needs and prioritize completion of tasks and projects
- **Crisis Response:** Able to use conflict resolution & de-escalation techniques to manage crisis & conflict situation
- **Flexibility:** Ready and willing to adapt and serve as needed, given the ever changing covid-19 guidelines and the realities of summer camp ministry.
- **Love for the outdoors:** The majority of the Day Camp activities will be outdoors, so bring your hats and bug spray!



Main Duties and responsibilities:

- Develop supportive mentoring relationships with day campers
- Ensure all team members are aware of camper allergies and health needs
- File camper medication forms
- Take the lead on medical emergencies and situations.
- Oversee medication administration and secure storage of all medications
- Maintain medical supply inventory
- Order supplies as needed
- Document all injuries, sickness, and medication distribution
- Communicate with the Camp Manager and parents as needed
- Supervise groups of children and youth ensuring the safety of all day campers
- Promote positive relationships and choices during day camp through effective behaviour management techniques
- Responsible for documentation of critical incidents
- Responsible for set up and clean-up of the camp
- Provide and serve snacks and meals for day campers
- Cleaning and sanitizing the camp (washrooms, etc)
- Follow all covid-19 protocols
- Other related tasks and duties as required

Minimum Qualifications & Skills:

- Experience working with children and youth
- Experience working with medical injuries and medication administration
- Excellent communicator
- Conflict resolution and verbal de-escalation skills
- Degree in Nursing or related education an asset
- Physically able to lift up to 50 lbs, run and play active sports and games with campers
- Class 5 Driver's License
- Standard First Aid certification is required

Other Requirements:

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith (<http://hopemission.com/about-us/values>)
- **Must be legally entitled to work in Canada on a full-time basis.**
- Able to provide Criminal Record Check with a Vulnerable Sector Search and a Child Intervention Record Check
- A letter of reference from a ministry or church is an asset
- Adherence to Hope Mission's Policies and Procedures

To apply:

- Submit a team member application online at the link below:
<https://hopemission.wufoo.com/forms/z1q4nfwo0cuswcu/>
- Please note that the application will ask you to upload your resume & cover letter indicating why you want to work for a Christian ministry (in 1 document) and to provide 3 references.
- Questions? Email Antonia.deboer@hopemission.com