



Nurse Coordinator, Overnight - 0.5 FTE

ABOUT US

Campfire Circle (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

Working with the Director of Nursing and as part of the Nurse Coordinator Team; Overnight, Staff and Volunteers, and Community Programs; the Nurse Coordinator, Overnight is focused on the administration and medical care to participants in overnight programs at the Rainbow Lake site. Additionally, The Nurse Coordinator, Overnight is broadly accountable for informing and delivering quality medical service to all Campfire Circle's participants across all programs. This position also acts as a liaison between referring hospitals and Camp.

Reports to: Director, Nursing.

The Key Accountabilities of the role include:

Planning:

- a) Collaborate with the Director of Nursing and the other Nurse Coordinators to develop and ensure the implementation of short and long-range objectives consistent with the organization's strategic goals.
- b) Track key business indicators and evaluation metrics for the medical program relating to overnight and leadership programs.

Medical Administration & Coordination:

- a) Responsible for distributing, collecting, reviewing and processing medical forms and records from camper families and medical staff from across Ontario for all overnight Rainbow Lake Programs including Family Camps.
- b) Liaise with Camper's Primary Care Teams to coordinate care plans, preparation of chemotherapy orders and protocols for Rainbow Lake based programs.
- c) Ensure timely, accurate and clear communication about campers medical history and care plans to the sessional teams at Camp.
- d) Follow up with families and medical staff to ensure camper medical information is accurate and updated in the database.
- e) Data entry and generating reports to support overnight programs.
- f) Ensure timely communication between medical staff regarding camper forms, eligibility, sessions, and programs.
- g) Anticipate, prepare and ensure supplies and equipment are available for individual campers with specific medical needs.



- h) Liaise with local community supports and tertiary and satellite centres to coordinate services that support Rainbow Lake Programs and campers.
- i) Be present at key transfer of care times, including on-site in Rainbow Lake for camper arrivals
- j) Attend Rainbow Lake site as needed to support and train medical staff in Camp medication collection, reconciliation, administration, and documentation practices.
- k) Distribute laboratory results obtained at camp to the Primary Care Teams after the camp session.

Medical Supplies & Inventory Management:

- a) Oversee Medical Program inventory: order, track supply use, stock and restock medical supplies as needed throughout the year for the BodyShop in Rainbow Lake.
- b) Coordinate overnight program set up and supply delivery to site as applicable.
- c) Maintain and update medications used in camp programs including; emergency drug box, controlled substances, stock medications, antibiotics, and over-the-counter medications.
- d) Ensure appropriate processes are in place to ensure protection, storage and removal of cytotoxic and biohazard waste.
- e) Train and collaborate with the Summer Staff nurse to maintain appropriate amounts supplies at summer Overnight Camp.

People Management

- a) Provide oversight and direction to All Summer BodyShop staff.
- b) Manage staff performance and development by maintaining regular check-ins, documenting and addressing achievements and areas of improvement.
- c) Consciously create successful employee relations within and outside your department that promotes positive workplace culture.
- d) Develop and promote a healthy and safe work environment and overall wellness culture.

ABOUT YOU

QUALIFICATIONS

Required Criteria

- a) Current license with the College of Nurses of Ontario.
- b) RNAO Membership.
- c) APHON certified as a Chemotherapy and Biotherapy Provider required.
- d) Clear police reference check and vulnerable sector screening.
- e) Current driver's license.

Advantageous Criteria

- a) Demonstrated ability to foster positive relationships with families.
- b) Experience as a volunteer or experience in a camp environment.
- c) CNA certification.

WORKING CONDITIONS



- a) The Nursing Coordinator Overnight is a year-round position where time is split between working in a Paediatric Oncology Program (0.5) and for Campfire Circle (0.5). The role may flex up or down depending on the needs of the home hospital and Camp.
- b) This position involves long-distance driving to Programs across Ontario and regular overnight stays at Rainbow Lake, Muskoka & Eastern Ontario.
- c) The position involves routine evening and weekend commitments throughout the year – flexible scheduling to maintain FTE split is required.
- d) Supports the duties of the other Nurse Coordinators in their absence or to ensure safe medical coverage of all Camp's programs.
- e) Considering the population we serve, the Nursing Coordinator is a non-smoker.

HOW TO APPLY

Please send a cover letter, resume and expected salary to careers@campfirecircle.org with the email subject reading **2023012 – Nursing Coordinator, Overnight.**

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit www.campfirecircle.org - No phone calls please.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.



Campfire Circle is grateful for Indigenous communities' stewardship of the land that we



occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.