



Nurse Coordinator, Staff & Volunteers - 0.5 FTE (1 Year Contract)

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 & Volunteer, and Community Programs; the Nurse Coordinator, Staff & Volunteers is focused on medical staff recruitment, administration & communication, medical follow up for Staff and Volunteer participants, and medical education and training for Campfire Circle programs. Additionally, the Nurse Coordinator, Staff & Volunteers 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 including Medical Staff budgets.
- b) Track key business indicators and evaluation metrics for the medical program relating to medical staff recruitment and retention and Staff and Volunteer medical records.

Medical Staff Recruitment, Support & Training:

- c) Recruit and promote camp to medical staff at referring hospitals and beyond.
- d) Select and schedule year-round nursing teams for all programs.
- e) Work with and support the HR team in the process of Medical team contracts.
- f) Coordinate medical team updates and communications.
- g) Conduct education & training sessions for medical teams with the support of the other Nurse Coordinators.
- h) Coordinate medical staff recognition and appreciation efforts.



- i) Update and maintain manuals and reference guides.
- j) Support New Family Information Nights with Nurse Coordinators Overnight and Community.
- k) Collaborate with the Director of Nursing to ensure compliance with referring hospitals and POGO standards and guidelines for oncology treatment at camp, including fever/neutropenia management.

Medical Coordination – Staff & Volunteer Program:

- a) Coordinate the collection and review of volunteer/ staff medical and immunization forms for all programs with specific details.
- b) Ensure volunteer/staff medical information is accurate and kept current in the database.
- c) Support oncology and medical program education at volunteer/ staff trainings.
- d) With support of Volunteer Coordinators to oversee administration and delivery of volunteer and staff TB Testing seasonally.

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) Current employment in a pediatric Haematology/Oncology program.
- b) Demonstrated ability to foster positive relationships with families.
- c) Experience as a volunteer or experience in a camp environment.
- d) CNA certification.

WORKING CONDITIONS

- a) The Nursing Coordinator Staff & Volunteers 0.5 FTE is a year-round position where time is split between working in a Paediatric Oncology Program (0.5) and for Campfire Circle (0.5).
- b) This position involves long distance driving across Ontario and occasionally to overnight camp sites: Muskoka and Rainbow Lake. An overnight stay may be required during some of these trips.
- 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 Overnight & Community Nurse Coordinators in their absence.
- e) In consideration of 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 **2023020 – Nursing Coordinator, Staff & Volunteers.**

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/>.

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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.