



Nurse Coordinator, Overnight (0.5 FTE)

ABOUT US

Campfire Circle 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, across Ontario.

THE OPPORTUNITY

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

Reports to: Director, Nursing

Seasonal Direct Reports:

- All Summer Charge Nurse
- All Summer General Care Nurse

Key Accountabilities:

1. Planning [10%]:

- 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.
- Take on or contribute to new projects and initiatives.
- Track key business indicators and evaluation metrics for the medical program relating to overnight and leadership programs.

2. Medical Administration & Coordination [60%]:

- 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.
- Liaise with Camper's Primary Care Teams to coordinate care plans, preparation of chemotherapy orders and establish protocols for Rainbow Lake-based programs.
- Ensure timely, accurate and clear communication about campers' medical history and care plans to the sessional teams at Camp.
- Follow up with families and medical staff to ensure camper medical information is accurate and updated in the database.
- Data entry and generating reports to support overnight programs.
- Ensure timely communication between medical staff regarding camper forms, eligibility, sessions, and programs.



- Anticipate, prepare and ensure supplies and equipment are available for individual campers with specific medical needs.
 - Liaise with local community support and tertiary and satellite centers to coordinate services that support Rainbow Lake Programs and campers.
 - Be present at key transfer of care times, including on-site at Rainbow Lake for camper arrivals.
 - Attend Rainbow Lake site as needed to support and train medical staff in Camp medication collection, reconciliation, administration, and documentation practices.
 - Ensure appropriate documentation processes are followed.
 - Distribute laboratory results obtained at camp to the Primary Care Teams after the camp session.
 - Support New Family Information Nights with Nurse Coordinator Overnight & Leadership – present information about Overnight and Community Programs.
 - 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.
- 3. Medical Supplies & Inventory Management [20%]:**
- Oversee Medical Program inventory: order, track supply use, stock and restock medical supplies as needed throughout the year for the BodyShop at Rainbow Lake.
 - Coordinate overnight program set up and supply delivery to site as applicable.
 - Maintain and update medications used in camp programs including; emergency drug box, controlled substances, stock medications, antibiotics, and over-the-counter medications.
 - Ensure appropriate processes are in place to ensure protection, storage and removal of cytotoxic and biohazard waste.
 - Train and collaborate with the Summer Staff nurse to maintain appropriate amounts supplies at summer Overnight Camp.
 - Perform other duties and responsibilities as assigned by their Manager or their designate.
- 4. People Management [10%]:**
- Provide oversight and direction to All Summer BodyShop staff.
 - Develop clear and concise expectations which support positive team dynamics and evaluation goals.
 - Coach, mentor, and develop staff, including overseeing onboarding and providing development opportunities.
 - Manage staff performance and development by maintaining regular check-ins, documenting and addressing achievements and areas of improvement.
 - Consciously create successful employee relations within and outside your department that promotes positive workplace culture.
 - Develop and promote a healthy and safe work environment and overall wellness culture.
- 5. Perform other duties and responsibilities as assigned by their Manager or their designate.**

ABOUT YOU

QUALIFICATIONS



Required Criteria:

- Current license with the College of Nurses of Ontario.
- Valid CPR Certification.
- RNAO Membership.
- APHON certified as a Chemotherapy and Biotherapy Provider required.
- Competent in the use and maintenance of Central Venous Access devices and other medical devices, including G-tubes & IV Pumps.
- Clear police reference check and vulnerable sector screening.
- Current driver's license, and can be covered by Camp's insurance policy.

Advantageous Criteria:

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

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require that all staff must provide an attestation to having received their childhood vaccinations, and confirmation of a negative result in a two-step Tuberculosis ("TB") testing series. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must provide an updated Police Record with Vulnerable Sector Screening. We also require that all staff be currently eligible to work in Canada and for Campfire Circle.

WORKING CONDITIONS

- 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.
- This position involves long-distance driving to Programs across Ontario and regular overnight stays at Rainbow Lake, Muskoka & Eastern Ontario.
- The position involves routine evening and weekend commitments throughout the year – flexible scheduling to maintain FTE split is required.
- Supports the duties of the other Nurse Coordinators in their absence or to ensure safe medical coverage of all Camp's programs.
- Considering the population we serve, the Nursing Coordinator is a non-smoker.

COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$70K - \$80K (pro-rated to FTE). In addition, Campfire Circle is invested in our staff's health, wellness and career growth. As part of the total compensation package for this role, we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid



vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements, and on-going professional development.

HOW TO APPLY

Please send your resume and expected salary to careers@campfirecircle.org with the email subject reading **2024057 – Nurse 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/work-at-campfire-circle/>, 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 Anishinaabeg, 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.