



Ontario Educational Leadership Centre

Student Leadership d'Élèves | Since • Depuis 1948

Centre d'Animation Scolaire de l'Ontario

Imagining Possibilities...
Realizing Potential.

Imaginer des Possibilités...
Réaliser les Potentiel.

Position: Medical Facilitator

Organization: Ontario Educational Leadership Centre (OELC)

Posting Date: February 19, 2019

Posting Closing Date: Open until filled

Ontario Educational Leadership Centre (OELC) is a not-for-profit residential centre that provides leadership development sessions for students from across the province. We have four day and six day programs through the spring and summer. OELC is located on beautiful setting on Lake Couchiching just north of Orillia.

We are looking for a Medical Facilitator (senior nursing student or experienced first responder) to manage the medical care of our students during our programs. Our participants are from Grades 6 – 11. Separate living quarters that include a kitchen are provided. Alternatively, meals are available from our catering team. All of our course staff are teachers, many of whom are experienced with first aid, providing opportunity for collaboration and support where necessary.

The ideal candidate will have the flexibility to attend our spring courses and then be able to commit to every program from the end of June to the end of August. A shared work arrangement is also a possibility.

Responsibilities include:

- Pre-course review of medical forms to highlight particular needs and concerns
- Create a list of students with dietary considerations to be shared with the catering team
- Consult with parents and students on registration day and collect medications
- At the first meal, communicate the instructions to administer medications as well as reminders and routines around health care and wellness
- Keep medications securely stored and organized
- Document any medical care in an organized and timely fashion
- Follow the established lines of communication between course staff, OELC administration and parents
- Ensure that medical supplies are inventoried and refilled as needed
- Be available at any time for emergencies or other health care (cell phone is either provided or reimbursed)
- Coordinating wellness activities that focus on physical, mental and emotional wellbeing.



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- Conduct cabin inspections (after breakfast) and award clean cabin award at lunch
- Return medications at the end of the camp session

Work Dates 2019

May 4-8 – Secondary Growing Leadership

May 26-June 1 – Intermediate Arts Leadership

June 5-9 – Grade 6 Leadership for Innovation and Creativity

June 25-July 1 – Secondary Arts: Inspiring Leadership

As of June 25th, the summer is a full-time residential experience with some weekend work.
Go to www.oelccaso.com to learn more about OELC.

JOB KNOWLEDGE/QUALIFICATIONS:

- Current Standard First Aid & CPR C (at minimum), Red Cross and Lifesaving Society accepted
- Current NLS Certification (preferred)
- High 5 certification (preferred)
- WHMIS training
- Emergency Training
- English and French language (preferred)
- Clear Police Reference Check

Remuneration

The rate of pay is within the following range (depending on experience, skills, background):
Per 24 hour period - \$160-185

Please note: there is the option of picking up extra paid hours lifeguarding (when not occupied with medical care). Waterfront NLS certification required for this additional duty.

Please submit your resume and a covering letter to jobs@oelccaso.com as soon as possible.
Resumes will be accepted until the position is filled.

Contact us at 705-689-5572 or oelc@oelccaso.com for more information!