

# Queen's University

## Enrichment Studies Unit (Queen's ESU)

Queen's ESU has been providing academic and university experience programs for elementary and secondary school students for over 30 years. Undergraduate students from Queen's University play a critical role in the delivery of our programs. The importance of your contribution is only matched by the unique and exciting experience you will gain from working alongside like-minded Queen's Students.



### Position:

First Aid Coordinator ("Blue Shirt")

During scheduled programming, **First Aid Coordinators** are required to be available to lead programming and provide supervision to participants 24-hours (daytime, evenings and overnight) on a rotating *on-duty / on-call / on-standby* schedule.

### Job Description

Reporting to the Program Coordinator, the First Aid Coordinator works as part of the Coordinating team to ensure the smooth functioning of the enrichment program, with specific responsibilities on health, wellness and first aid, and will be the first point of contact for all wellness and medical issues.

The First Aid Coordinator provides 24-hour first aid and emergency response to all participants during the in-person programs.

### KEY RESPONSIBILITIES

- Be familiar with emergency protocols at the University.
- Model and encourage positive student behaviour, including fair-play in sports and activities, cleanliness in the dining halls, peace and privacy in residence and decorum and best practices in virtual settings.
- Provide first aid and wellness updates to staff at daily meetings and keep supervisors and ESU staff abreast of changes/issues that arise during the day.
- Notify the Manager and Staff Member on-call of any situations requiring professional medical attention and may accompany participants to the hospital for further evaluation and treatment if required.

- Write incident reports for all incidents and ensure the Manager and Program Coordinator are briefed and can access the reports daily.
- Maintain student confidentiality regarding medical conditions and medications and disclose health information to supervisors and instructors as needed.
- Collaborate with the coordinating team to ensure events are planned with the highest regard for safety.
- Design and deliver wellness and health-related activities and interventions for participants and other stakeholders.

### **Residence Programs**

- Provide 24-hour rotating coverage and respond to all medical calls, and/ or provide guidance to Student Supervisors and Coordinators, as the situation dictates.
- While the First Aid coordinator cannot administer medication, the incumbent is responsible for storing medication, supervising students as they take their medication at scheduled times and documenting the consumption of medication.
- Review the comprehensive medical report of all participants and confirm medical, dietary, accessibility or other conditions with participants at registration.
- Conduct regular check-ins with students who have medical issues
- Determine which activities require First Aid kits.
- Notify ESU staff immediately of urgent or unusual occurrences.
- Adhere to the Code of Conduct as outlined by Queen's ESU.
- Facilitate open communication between office and staff.

### **REQUIRED QUALIFICATIONS**

- Current enrollment as a student at Queen's University
- Past work experience with a youth-focused program or summer camp
- Current WSIB approved Standard First Aid Training and CPR Level C
- Willing and able to be on-site 24 hours/day during program periods
- Experience dealing with the public in a professional manner
- Ability to work effectively with little supervision
- Satisfactory submission of a Canadian Police Information Check (CPIC) and Vulnerable Sector Check (completed in the last 6 months)
- Maintenance of a clean CPIC and Vulnerable Sector Check for the duration of employment in this role at Queen's University.

### **SPECIAL SKILLS**

- Strong communication skills with diverse groups of people of all ages and backgrounds, particularly in stressful situations involving medical emergencies
- Ability to tactfully handle sensitive situations while maintaining confidentiality
- Organization and time management skills are essential for success in this position
- Experience using virtual conference applications (Zoom, MS Teams)
- Flexible and adaptable
- Strong leadership skills
- Enthusiastic and welcoming
- Experience working with youth

#### **DECISION MAKING**

- Able to decide when to escalate a situation to the Operations Coordinator, Program Coordinator or Manager
- Able to make decision to ensure the safety, well-being and happiness of students
- Able to decide when a situation requires basic first aid or professional medical attention

Queen's University will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Enrichment Studies Unit office at [esu@queensu.ca](mailto:esu@queensu.ca) or by phone [\(613\) 533-3181](tel:6135333181).