

Nurse's Assistant

ADMINISTRATIVE STAFF



JOB DESCRIPTION

The Nurse Assistant supports the Head Nurse in overseeing the health and sanitation of camp, campers, and staff.

REQUIREMENTS

The following are preferred or required:

- A Christian in agreement with our Statement of Faith
- Physician, Physician's Assistant, Registered Nurse, Nursing Student or pursuing a related medical occupation
- Able and willing to live on-site
- Able to drive camper vehicles (preferred)

RESPONSIBILITIES

- Assist the Head Nurse with the following:
- Oversee initial health screening of campers, camper paperwork, and health portion of camper registration on Sundays.
- Distribute and administer camper medications and record administration times.
- Monitor daily health surveillance of camp occupants.
- Meet with Head Nurse weekly to update her on the general health and sanitation of the camp and health concerns.
- Prepare medication and health forms for off-site camp trips.
- Handle health emergencies and injuries, including emergency preparedness and provisions for professional health care.
- Report necessary incidents to New York State Department of Health.
- Provide medical procedure instructions for staff.
- Order and inventory medical supplies as needed.
- Compile end-of-summer reports and preparation for next season.
- Assist in organizing the documentation of necessary paperwork for Audit and NYSDOH as it pertains to this position
- Support other areas of camp as available.
- Attend weekly administrative staff meetings and meet with the Director.