



Making disciples of Jesus Christ for the transformation of the world.

CORE VALUES: Christian Witness, Service, Hospitality, and Community

Nurse Assistant- Seasonal Position

Staff Purpose: The Nurse Assistant seeks to lead and serve as a faithful part of God's work in and through the ministry of Glen Lake. The Nurse Assistant serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

Job Summary: The Nurse Assistant pursues furthering the mission of the camp through the oversight of the health and safety of all campers and staff.

Duties: (include but not limited to)

Provide health care to meet individual needs of camp staff and campers.

- Collaborate with other medical staff to meet medical needs.

- Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.

Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.

- Set up the camp Health Center.

- Inventory and order all necessary medical supplies and equipment.

Maintain accurate and detailed medical records according to state requirements and standards.

- Ensure staff and camper health examinations are current and on file.

- Prepare and utilize daily medical log for treatment and medications.

- Prepare and record insurance and accident report forms.

Oversee First Aid procedures and supplies.

- Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.

- Ensure supplies are well stocked and distributed as needed.

Ensure a staff orientation session is delivered on medical services.

- Ensure camp staff and campers know their role related to health care and first aid.

- Provide or ensure orientation is provided that includes standing orders, clinic hours, specific camper health and social needs, health center procedures, emergency procedures, growth and development of age groups, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition, and first aid in the camp setting.

Screen all campers and staff who are arriving and departing camp.

- Verify health history and examination.

- Verify emergency authorization.

- Identify any observable evidence of illness or communicable diseases.

- Conduct a health assessment.

- Keep all medications used by campers and staff.

Supervise sanitary conditions throughout camp.

Observe daily cleanliness in the food service facility and other areas throughout camp.

Report any health problems or symptoms of illness to the Program Director.

Required Qualifications:

An active and growing faith in Jesus Christ, with a heart for ministry and a passion for serving others.

Integrity and consistent work ethic

A team-oriented servant attitude and the ability to relate well with others.

Interpersonal communication and organizational skills

The ability to handle conflict in a respectful and professional manner

Some college or at least 2 years out of high school

Desire and ability to work with children and adults OUTDOORS

Previous experience in residential camping

Prior experience in supervising others especially peers is desirable

Physical Aspects of the Position:

Ability to communicate and work with groups participating and provide necessary instruction to campers and staff

Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques

Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques

Visual and auditory ability to identify and respond to environmental and other hazards related to the activity

Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Additional Physical Requirements:

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

The Nurse Assistant will adhere to the principles of confidentiality concerning the business of this ministry.

