



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Job Title: **Nursing Assistant**

Reports to: Health Care Staff, Associate Executive Director

Position Summary

The Nursing Assistant is responsible for participating in the daily operations of the Health Center/Health Lodge and cooperating with overall coordination of the health of the camp community. Job functions include, helping manage the Health Lodge, packing medications, and working directly with campers and staff to support their health needs. This position is great opportunity to experience a real medical facility in a fun environment. Another bonus is the opportunity to meet rotating volunteer nurses and doctors with diverse specialties.

Essential Functions

- Possess a devotion to ensuring the safety and growth of campers, and help train staff in preventative health and risk management.
- Assist Health Care Staff in administrative duties, orienting campers to the health lodge, and acting as a liaison between nurses, staff, and campers, which may include helping to monitor camper/staff health and injuries, or locating campers.
 - Train in new nurses weekly, including navigating the Camp Minder system and acquainting them to the Health Lodge
 - Coordinate Health Center check in/out with Health Care Staff and assist with medication intake and health screening.
 - Ensure accurate record-keeping and inventory stock
 - Orient campers to the health loge and being “Safe and Healthy Campers” on check-in day
 - Work with Health Care Staff to organize and prepare medication for campers
- Maintain a clean, professional, and organized Health Center and camper patient room; sharing the responsibility of 24 hour Health Lodge Coverage with other Health Care Staff.
- Maintain cleanliness of the Health Center and assist with Camper Laundry for ill or bedwetting campers.
- Act as an intermediate level leadership position through general face-time around camp, building strong and supportive connections with campers, staff, families, and management.
- Assist senior leadership (UL, CC, PD, LDPD, CD, AED, ED) with administrative, cabin or program support tasks as needed (i.e. print address labels, help a homesick camper, lead a trail ride, etc.)
 - Communicate health, allergy, or behavioral concerns to Camp Director, unit leaders and Staff as appropriate
 - Clean, organize, and coordinate Lost & Found
- Maintain all records accurately and appropriately: records of treatment, medication, phone calls; complete incident reports, as well as any required additional reports.
- Maintain HIPAA Compliance and Confidentiality.
- Drive as assigned on the Long Drives Schedule and as needed for emergency room or clinic visits.

Responsibilities of All Camp Olson Staff

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants



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- Maintains positive working relationships with campers, parents, and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures
- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to the Maintenance or Management Team.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.
- Attend staff circles, in-service, or other staff meetings when schedule allows.
- Commitment to carry out all assigned activities including but not limited to: Campfire Programs, Grace, Flag Raising/Lowering, afternoon announcements, Cabins Quiet, POD, etc.
- Strive at all times to work as a team with the rest of the Camp Olson staff to provide the greatest possible camp experience to ALL campers EVERY week.
- Cooperate amongst all levels of staff and be flexible to special assignments.

Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails. Our rustic cabins are ideal for small-group living.

This position works Sunday noon through Saturday noon and is provided with one night off from 6:00pm through midnight, and one afternoon block per week. Additional time off can be designated as needed with the Camp Director. The Nursing Assistant will reside in a private room in the Health Lodge.

The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Willingness to live in a camp setting, work irregular hours, with daily exposure to the natural environment.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.

Qualifications

- Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.
- Experience working with a range of ages from diverse backgrounds, from our youngest campers to our adult nurses and parents.
- Ability to problem-solve; adaptability.



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- Possess sufficient skills and knowledge of camp health care, computer technology and systems (training provided).
- Must be at least 18 years old, with a valid Driver's License.
- Certification in CPR, First Aid, AED, or ability to obtain. Certification as a Lifeguard, CNA, WFR, WFA, or related experience is preferred.

Benefits

- Competitive salary with opportunities for bonuses based on experience and certifications.
- Room and board are included.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.
- Professional discounts through the ACA and ExpertVoice.