

# NURSE ASSISTANT

SUMMER STAFF 2022



Glen Lake Camp and Retreat Center strives to create a Christian environment where authentic relationships are formed. Our mission is to make disciples of Jesus Christ for the transformation of the world.

We welcome every camper with adventure, community, and life in Christ. The very nature of Camp, brings us out of our comfort zones and into a life cut off from distraction, so we can experience and explore God's beautiful creation. Summer Camp brings us together with lasting friendships, strengthened through intentional life together. Together we soak in God's Holy Word to develop and grow our relationships with Christ, people, and the world. **Unique Adventures • Intentional Community • Life in Christ.**

**Core Values:** Love Deeply • Host Graciously • Serve Intentionally

**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, volunteers, 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 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 requirement 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.
- 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.

**Required Qualifications:**

- Must be 2 full years out of high school.
- 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.
- Desire and ability to work with children and adults OUTDOORS.

**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 counselor 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.

**Reports to:** Program Director and Program Coordinator

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

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.

**Time Commitment:**

Summer Staff are hired for a "term" stretching throughout the summer. Most work weeks are from Sunday at 2:00pm to Friday at 2:00pm. Staff will get all weekends *with the exception of one* within the 2022 term. Weekends are 48 hours. Staff will have scheduled breaks throughout the week.

**Summer Staff Extras:**

Glen Lake Camp provide all meals during Summer Camp sessions and provides lodging for the term.

Apply at <https://www.glenlake.org/summerstaff>

**Questions?** Contact our Program Director, Patrick Turkett, [patrick@glenlake.org](mailto:patrick@glenlake.org) or 254-897-2247.