



HEALTH CENTER ASSISTANT - DAYTIME & EVENING

Purpose: Assist health center staff in the functions of the health center (HC)

Qualifications:

Nursing or other medical student preferred. (Possible internship)

Applicant should have: Good organizational skills, be able to take direction, good communication and phone skills (screen/prioritize calls), and basic office skills (e.g. fax, copier and word processing). The position requires moderate physical ability.

Responsible To: Day Health Center nurse, Health Center Director (HCD), Session Charge Nurse (SCN)

Duties and Responsibilities:

- 1) Day shift 7:00 AM – 3:00 PM. Evening shift 3:00 PM – 11:00 PM
- 2) Assist with Intake day.
- 3) Check and record the temperatures of all refrigerators in Health Center (days only). Notify the SCN if any are out of range.
- 4) Answer phone calls to Health Center.
- 5) Follow up on Watch Board and E-vent cards
- 6) Monitor and chart CGM alarms in HC as required
- 7) File all camper/staff forms from bin into file cabinet
- 8) Inventory/restock supplies:
 - a) Spec table:
Lancets, empty sharps containers, hand sanitizer, gauze or cotton balls, gloves, and alcohol wipes
 - b) Front closet:
Tabs, strips, and insta
 - c) Refrigerator:
Juice, milk, and ice
- 9) Restock/Photocopy:
 - a) Bolus Calculation Sheets
 - b) Kardex® tops and bottoms
 - c) Incident Reports
 - d) Progress Notes
 - e) MARs
 - f) Prescription forms
 - g) Intake forms
 - h) Evaluations
 - i) Sign-out sheets
- 10) Laundry
 - a) Wipe down mattresses with sanitizing wipes before making beds



- b) Wash and fold any dirty linens
- c) Make sure beds have clean linen
- 11) Keep kitchen/medication area clean
- 12) Sharps Containers: (day shift only)
 - a) Check all cabins and Health Center rooms for full containers and replace as needed
 - b) Remove and store full containers
- 13) Keep First Aid Closet stocked and put needs on Supply Order Form
- 14) Assist in preparing the next Session's files.
- 15) Help to file forms and documentation on Outtake Day.
- 16) Print camper technology labels for next session intake
- 17) File printed emergency contacts in camper files.
- 18) Review and list missing camper paperwork prior to next intake.
- 19) Shred all confidential papers in basket above file cabinet. (Diabetes related records are not considered confidential at camp.)
- 20) Maintain printer/copier with sufficient paper
- 21) Serves as role models for staff and campers.
- 22) Follows and enforces all Camp Neveda policies.
- 23) Other duties as needed.

Revised 11/2022

