



Missionary Society of Connecticut
Silver Lake Conference Center

Job Description

Nurse's Aide/Resource Aide

Reports to: Nurse and Resource Coordinator

General Description of Duties:

Provide service and resources in support of the Nurse and Deans and their Conferees.

Principal Duties:

- Assisting nurse with registration intake of Health Forms
- Organizing/tracking Health forms into Conference folders
- Assist nurse with preparing medications for administration at med. times
- Assisting nurse with basic first aid: application of bandaids, topical ointments, monitoring patients in sick rooms, etc.
- Work with Resource team as schedule allows
- Planning
- Preparing
- Provide programming support for games and night activities
- Kitchen rotation as assigned
- Other duties as assigned

Minimum Qualifications:

- Age 18 or older
- Excellent customer service skills
- Knowledge of and ability to adhere to patient confidentiality rules
- Self motivated
- Working knowledge of games leadership
- Working knowledge of song leading
- Working knowledge of campfire activities
- Utilize appropriate safety equipment, and insist that others do also.

The successful candidate will be able to:

- Assist nurse as needed daily including: Sunday check-in; weekly setup; medication calls; homesick conferees; collecting Medical Forms from Deans and Counselors; record-keeping; Health Center cleanup.
- Schedule self to meet the Nurse's schedule and goals and the Resource Team schedule and goals. Assist the Nurse in getting their meals, even if having patients in HWC during meal times.
- Organize a variety of tasks and projects to meet deadlines.
- Adapt easily and cheerfully to sudden changes of plan.

- Work well and manage distractions.
- Choose activities that are appropriate to the age and abilities of each group of Conferees.
- Teach and lead games, songs, and campfire activities
- Show a sense of pride in service to the Ministry of Silver Lake Conference Center.
- Work in ways that reduce waste and respect and protect God's Creation.
- Live and work in and encourage a Christian community.
- Weave faith development in, and relate Christianity to, all activities and encourage conferees to explore their faith and faith questions as an important part of what ever you are doing with them.
- Remember to pray, as needed!
- Inventory, pack, and store supplies at the end of the season
- Evaluate current season and make recommendations for future seasons

And will:

- Be trained by the Nurse in basic first aid administration
- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.