



Silver Lake Conference Center

Job Description

Nurse's Aide

Reports to: Nurse and Resource Coordinator

Position Purpose:

Provide support to the Camp Nurse, including organizing and maintaining confidential camper medical records, helping the Nurse to use the online record keeping system, and performing housekeeping tasks in the Health Center.

Principal Duties:

- Organize and maintain confidential camper medical records
 - Assist the Administrator and the Nurse with communication to parents about required health information, maintaining confidentiality
 - Organize and track health forms, distributing necessary medical information to the appropriate people
 - Learn the online UltraCamp medical record system and train weekly nurses in its use
 - Ensure the medical log is signed weekly by the camp Medical Director
 - Assist the Nurse during check-in with medication intake
- Support the safe operation of the Health Center
 - Become familiar with, train staff in, and enforce current best practices around Covid-19 mitigation
 - Maintain clean bedrooms, laundering linen as needed
 - Ensure that conferee social, emotional, and physical needs are met
 - Address or report safety issues
- Assist the Camp Nurse
 - Assist with scheduling medication times and communicating with volunteer Deans
 - Assist with preparing medication for administration and managing campers during med times
 - Assist with basic first aid
- Work as a member of the Resource Team
 - Assist Resource Staff with support to Deans as schedule allows
 - Assist with office tasks as requested
 - Provide program support for games and night activities as scheduled
 - Encourage conferees to try new things while maintaining a culture of challenge by choice

- Enforce rules, camp behavioral covenant, and conference covenant

Other Job Duties:

- Kitchen support as needed
- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Nurse's Aide will work closely with the Camp Nurse to ensure the safe operation of the Health Center. The Nurse's Aide will work with the Administrator to collect health forms and other required medical information from camper families. The Nurse's Aide will work with the Resource Team to provide program support to the Summer Conferences.

Equipment Used:

- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln, garden chemicals, animal care supplies, lifeguarding equipment, challenge course equipment
- A variety of hand tools and power tools
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- Van, truck, car, golf cart

Qualifications:

- Age 18 or older
- Excellent customer service skills
- Excellent organizational skills
- First Aid/CPR certification, or ability to obtain such
- Valid US Driver's License
- Satisfactory driving record
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check
- Experience leading programs and activities with young people

Knowledge, Skills, and Abilities:

- Knowledge of and ability to adhere to patient confidentiality rules

- Ability to work independently and to schedule self to meet deadlines
- Understand the development needs of youth
- Ability to relate to youth in a positive manner
- Ability to create a schedule and program appropriate to a group's age, skill level, and program goals
- Ability to create an environment that promotes personal growth, community building, and teamwork
- Superior communication skills
- 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 Southern New England Conference of the UCC.

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written hire letter and will include the pre-summer Staff Development Program.

Compensation: 2022 salary will be set in early 2022.