

Nurse

RESPONSIBILITIES & DUTIES

- Review all attendees' health records to be aware of chronic conditions
- Maintain updated lists of students with chronic or acute conditions
- Inform staff and all families of any health conditions that arise that require immediate attention from all community members
- Attend to any medical needs or emergencies
- Communicate with parents as needed
- Organize all orders and medications based on provided documentation
- Administer medication based on provided documentation
- Organize meds for all trips
- Create first aide baggies for counselors/staff
- Call to confirm absent campers from a master list
- Maintain a nurse's log of visits to the nurse's office
- Provide all staff members with a brief training about approaches to medical emergencies, awareness of medical issues for children in their groups, promoting a safe & healthy environment for all children and maintaining allergy aware settings for all children
- Provide weekly feedback to the Co-Op Director to continually improve the health services that are being provided

REQUIREMENTS:

- NYSED Certification and Registration
- Emergency Response Trained

REQUIRED PROGRAM DATES & TIMES:

Orientation week

June 30, 2017 from 8:00 A.M. - 3:30 P.M.

Program weeks

July 3, 2017 to August 11, 2017 (July 4th Holiday - no program)

8:30 AM to 3:30 PM Monday, Wednesday, Thursday, Friday

8:30 AM to 4:00 PM Tuesday (weekly staff Meeting)

SALARY

\$7,000

\$750 bonus if nurse is able to serve all seven weeks

Paid Bi-Monthly in July and August (3 payments total)