

Health Aide

(No less than \$200 Stipend)

Purpose of the position: The Health Aide provides basic medical support as needed and is the first line of medical support for campers. Health Aide should be highly organized and comfortable discussing medical needs of campers, prepared for all medical issues that might arise during camp activities.

General Responsibilities and Duties

- Review health forms turned in for each girl and become familiar with any potential health issues listed in their history. Contact the Camp Director if parent/guardian does not respond in a timely manner to requests for additional information.
- Keep in close contact with the Dorm Monitors and make sure they are aware of any health issues the girls have.
- Maintain 24/7 cell phone availability to all staff, respond immediately to health needs.
- Know, communicate, and implement plan for emergency response as appropriate.

Responsibilities and Duties While at Camp

- **On call 24 hours a day, on campus, every day of camp**
- **Store all medications for campers in dorm room and administer dosages as appropriate**
- Be aware of all rules unique to the campus, including cafeteria and dorm facilities
- Be present at registration so parents can communicate any instructions about medications
- Maintain a personalized file for each girl with medication or other special care or restrictions, food allergies, special treatment for emergencies
- Hold "clinic hours" when girls will know health aide is present in their dorm room
- Complete incident report forms for AAUW and insurance company if applicable
- Keep a log book containing notes of any visits from girls, inform Dorm Monitors of visits
- Notify Camp Director of any serious illness/injury
- Follow up with any camper treated within a few hours of their visit
- Attend staff meeting as requested
- Be available to attend any activities or field trips as required by the Camp Director.

Qualifications

- AAUW member
- First aid course required, CPR Certificate preferred (required if no other nurse or MD is onsite)
- Extensive nurse's training, senior year nursing student or retired nurse with updated training
- Willingness to perform support during an emergency
- Experience working in a setting with children
- Warm, supportive personality
- Successfully passes a federal background check/California LiveScan deadline, typically 6 weeks prior to start date of camp
- Physically capable of being wherever needed on campus, possibly in urgent situations

Commitment Expected/Training

- Attend training with Camp Director and other camp staff (approximately 4-5 hours) before camp
- Reside on campus during the week of the camp (Room and board provided by AAUW)