8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319

Nurse Assistant

Department: Summer Staff Program

Reports to: Nurse and Program Coordinator

General Description: The Nurse Assistant position is responsible for the health and safety of all campers, staff, and other camp personnel including medications and first aid.

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

Qualifications

Personal:

1. Vibrant relationship with Jesus Christ
2. Committed to the authoritative Word of God
3. Passionate for facilitating ministries that change lives
4. Devoted to furthering the vision and mission of Manitoqua Ministries
5. An active member in good standing in a church of Jesus Christ

Character:

1. Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting
2. Actively pursuing personal Christian growth
3. Skills in interpersonal relationships, communication, and supervision
4. Nursing student or in a health-related field
5. Completed first round of clinicals preferred, but not required
6. First Aid and CPR Certified
7. Age 19 years or older
8. Holds a valid driver's license

Duties and Responsibilities

Training

1. Attend supervisor, coordinator, and all staff orientation
2. Reside in assigned staff housing

Staff Expectations

1. Welcome all campers upon their arrival
2. Be prepared with the necessary materials for each day
3. Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control

4. Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
5. Attend the all staff debriefs on Friday afternoons at 5pm
6. Attend the all staff pre-briefs on Sunday evenings at 6pm for announcements, small groups, and worship at 7pm
7. Attend the Staff Retreat and End of Summer Staff Party
8. Present a full evaluation of personal performance and camp operations at the close of summer
9. Perform other duties as requested by the Program Coordinator
10. Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual

Role Specific Responsibilities

1. Review with Nurse all campers, summer staff, SAMs, and weekly volunteer's medical release forms. Compile notes and share with appropriate staff
2. Ensure that Supervisors, Day Camp Coordinators, and Rotational Counselors caring for a camper are aware of their specific health and behavioral needs
3. Assist with camper check-ins and collection of medications
4. Assist Nurse in weekly inspection of camp facilities, reporting all items that do not meet health and safety standards
5. Assist with organizing medications for the week
6. Distribute medications as scheduled
7. Maintain office hours for consultation with campers and staff
8. Administer first aid when appropriate
9. Take campers or staff to the clinic or hospital as needed
10. Keep accurate daily records for all treatments, consultations, clinic visits, and any other health incidents
11. Stay with any sick or injured camper as needed, including night duty
12. Inspect and stock all First Aid kits
13. Inventory all supplies and equipment throughout the summer
14. Communicate clearly with families regarding health situations specific to their child
15. Be on call for REZ at night
16. Meet with Program Coordinator each Friday to discuss weekly health concerns and issues
17. Notify Program Coordinator of all supply needs
18. Maintain proper communication protocols with front office staff
19. Maintain proper confidentiality protocols about camper issues and health concerns