



## POSITION: Daytime Health Center Assistant

**Purpose:** Assist health center staff in the day-to-day functions of the health center (HC)

### Qualifications:

Nursing or other medical student preferred. (Possible internship)

Applicant should have: Good organizational skills, be able to take direction, good communication and phone skills (screen/prioritize calls), and basic office skills (e.g. fax, copier and word processing). The position requires moderate physical ability.

**Responsible To:** Health Center Director (HCD) and Session Charge Nurse (SCN)

### Duties and Responsibilities:

1. Assist with Intake day.
2. Temperature checks of all refrigerators in Health Center.
3. Overnight sheets: File and renew.
4. Answer phone calls to Health Center.
5. Restock/Photocopy:
  - Pump Bolus Sheets
  - Low Sheets
  - Incident Reports
  - Progress Notes
  - Kitchen Supply
  - Temperature Sheets
  - Health Center Supply form
6. Inventory/restock supplies:
  - Lancets (Spec bins, counselor bins, storage under cabinet)
  - Alcohol Swabs and Cotton Ball (spec bins, counselor bins)
  - Ketostix (counselor bins, Health Center Bathroom, storage)
  - Meter Strips (storage)
  - Syringes (spec bins and Storage closet)
  - Insulin Bottles (spec bins and pump room) make sure dated
  - Refrigerator (juices and milk for campers)
  - Crackers and glucose tabs (counselor bins and above refrigerator)
7. Laundry (Make sure beds have clean linen)
8. Sharps Containers:
  - Check all cabins for full containers
  - Remove and label full containers
9. Organize charts
10. Organize First Aid Closet
  - Keep stocked
  - If stock needed, put on Supply Order Form
11. Quality control checks on Counselor's Meters (Weekly)
12. Assist in preparing the next Session's Books.
13. Keep water containers filled for campers.
14. Other duties as needed.