



POSITION: Nighttime 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 Nurses in Health Center.
2. Assist Overnight Nurse with 3AM blood glucose checks.
3. Review O.D. sheets with Cabin Nurses.
4. Answer phone calls to Health Center.
5. Copy glucose number and treatment from O.D. sheets to the Books.
6. Restock:
 - Glucose Tabs
 - Crackers (Counselor Bins)
 - Lancets (Counselor bins, Spec bins, storage under cabinet)
 - Alcohol Swabs (Counselor bins, Spec bins, storage under cabinet)
 - Syringes (Spec bins and storage cabinet)
 - Insulin (Spec bins, pump room. Make sure dated.)
7. Copy Kardexes and Spec sheets for Outtake Day.
8. Assist in getting next Session Books prepared.
9. Replace full Sharps Containers in Health Center.
10. Laundry:
 - Make sure clean linen on beds.
 - Wash and Dry and put away any dirty laundry for Health Center.
11. Empty all dehumidifiers in Health Center.
12. Make coffee at 6:30 AM.
13. Wash dishes in sink.
14. Empty HC trash if needed.
15. Shred all paper in basket above file cabinet.
16. Other Duties as needed.