



## JOB DESCRIPTION

**JOB TITLE: Nurse/Medical Intern**

**DEPARTMENT: Healthcare**

**SHIFT: Dayshift, 9:00 a.m. to 5:00 p.m.**

**SUPERVISOR: Healthcare Coordinator**

### PRIMARY OBJECTIVE

As a member of the Amani Baby Cottage team, Medical Interns are responsible for the day-to-day care of our children, including dispensing medicine, scheduling appointments, maintaining records, and directing medical operations in the absence of a Healthcare Coordinator.

### REQUIRED RESPONSIBILITIES

The following are the essential job functions of this position:

- **Record Keeping:**
  - National guidelines require that all children admitted to Amani receive a full medical checkup to investigate any medical issues, within 48 of admission.
  - A medical folder should be created for each child, including medical history, immunization records, special case notes, and management plans for special needs/chronic illnesses.
  - You will guarantee that all children's immunizations are current. If no record accompanies a child when they are admitted, you will be responsible for requesting them from the proper government authorities.
- **Clinic Work**
  - This position is in charge of keeping regular growth monitoring records for every child, including height, weight, head/arm circumference, etc.
  - All routine and/or follow-up appointments should be scheduled and attended, including dental checks.
  - Common illnesses to our child population should be treated onsite (i.e. common cold, respiratory infection, diarrheal diseases, cuts/scrapes/bruises, and allergies).
  - You will be responsible for supervising the administration of regular and specialized medications, including keeping proper records/logs when dispensing.
- **Case Referral:**
  - For cases beyond the scope and care of our clinic, you will schedule, coordinate, and attend appointments to outside clinics, specialists, and/or hospitals.
  - Children with chronic illnesses, such as sickle cell anemia, HIV, epilepsy, TB, fetal alcohol syndrome, and cerebral palsy will require special management through regular scheduling of appointments, specialists visits, physical therapy, and other testing.
  - Children with physical disabilities should be taken to regular physical therapy sessions, as well as followed up on with specific exercises at Amani. Access to supports and aides should also be secured.
- **Nutrition:**
  - You will be responsible for managing the diet of the children, including setting feeding routines and planning a balanced menu.

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**“a place of peace.”**

- **Additional Responsibilities**
  - Tending to the medical needs of our adult staff happens when they experience particular symptoms while at work. These might include malaria testing, taking temperature, or monitoring blood pressure.
  - Occasionally, it is requested that you perform a continuing education training with our staff. The topic could include anything from general health, child development, proper technique, or any related topic.
  - Keep track of clinic supplies and record when they need to be reordered.
- **Be punctual in arrival and follow break schedule**
  - 10:00 a.m. break (15 minutes), 1:00 p.m. lunch (45 minutes)
- **Other assignments and/or special projects, as assigned by Director or Supervisor**

### **REQUIRED ABILITIES**

The following are characteristics that will help the person hired to this position be more likely to succeed:

- Be a team player! Humble, Hungry, and Smart!
- Be someone who promotes unity, honesty, and accountability
- Ability to work unsupervised
- Must have focus and be self-motivated
- Ability to display interpersonal communication skills with staff and visitors
- Ability to meet the physical demands of the position:
  - Standing for long periods
  - Stooping
  - Kneeling

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