

**YOUTH CONSULTATION SERVICE
JOB DESCRIPTION**

POSITION TITLE: Camp Nursing/Medical Assistant/[Certified Nursing Assistant](#)
SALARY CLASSIFICATION: Non-Exempt
REPORTS TO: Nurse Manager/Registered Nurse
JOB NO: TBD
DATE: 12/1/09
REVISED: 02/16/16

SECTION 1 Purpose

1.1 The age of the clients served: ___ under 1 year; ___ 1-4 yrs 5-12 yrs; ___13-17 yrs; ___18-22 yrs

1.2 The primary purpose of this position

1.2.1 To provide basic medical care, promote health maintenance and to provide health education to clients under the supervision of the nursing staff

SECTION 2 Duties and Responsibilities

2.1 Health Maintenance and Prevention

- 2.1.1 Assists Nursing Staff with screening programs and other health service activities such as; Audiometric Screening, Visual Screening, Scoliosis Screening, Blood Pressure Screening, annual physicals and immunization monitoring
- 2.1.2 Arranges and accompanies clients to medical appointments as needed
- 2.1.3 Implements treatment plans and nursing care plans
- 2.1.4 Reports information to Nurse Manager/RN regarding all menstruating, enuretic/encopretic clients and records appropriately
- 2.1.5 Confers with nursing staff regarding dietary issues

2.2 Medical Treatment

- 2.2.1 Provides general care to sick/injured clients on a daily basis
- 2.2.2 Provides basic first aid to clients and staff

2.3 Maintains Client Files

- 2.3.1 Assists the Nursing staff in maintaining records for each client.
- 2.3.2 Documents all medical, dental and nursing care administered on the Daily Report sheet
- 2.3.3 Assists in the filing of monthly medication sheets, treatment conferences, screening forms, medical referrals forms, lab results and other medical/nursing filing
- 2.3.4 Monitors psychotropic monitoring forms for camp

2.4 Medication Management

- 2.4.1 In the absence of the Nurse on duty, may administer oral or topical medications to clients after successfully completing medication training
- 2.4.2 Packs medications in accordance to policy

2.5 Health Counseling

- 2.5.1 Provides supportive counseling to clients undergoing medical and dental treatment

2.6. Miscellaneous

- 2.6.1 Attends camp orientation
- 2.6.2 Work hours 8 AM – 8:00PM
- 2.6.3 Works/ assist on call between 8:00 PM - 8AM as scheduled or as directed by Camp Nurse and will complete necessary documentation
- 2.6.4 Prior to camp, coordinates medical supplies, medications and paperwork as directed by Nurse Manager

2.7. Environmental Management

- 2.7.1 Responsible for the general cleanliness of the nursing office as requested by the Nurse Manager
- 2.7.2 Stocks the closet with health related items for clients
- 2.7.3 Stocks first aid kits

2.8 Other Knowledge, Skills, Abilities Required

- 2.8.1 Demonstrates an understanding of basic principals of medical care
- 2.8.2 Demonstrates a basic understanding of child health and psychiatric disorders
- 2.8.3 Demonstrates a basic understanding of medications, purpose and side effects
- 2.8.4 Demonstrates basic first aid skills

2.9 Interpersonal Skills

- 2.9.1 Demonstrates empathy and compassion in conduct toward campers
- 2.9.2 Demonstrates respect, cooperation, consideration and tact in dealing with subordinates, peers, supervisors and others

2.9.3 The employee will cooperate with the licensee and the applicable State department or division licensing unit with any legally mandated inspections or investigations

SECTION 3 Education Requirements

3.1 Nursing/medical assistant certification

3.2 Current CPR Certification

3.3 Valid Drivers License

SECTION 4 Experience required

4.1 One year of previous experience preferred

SECTION 5 Training and other requirements

5.1 Maintain yearly core competency training and credentialing and privileging

5.2 Must be legally permitted to work in the United States and pass a criminal background check

SECTION 6 Supervisors, Internal, External Contacts

6.1 This position does not supervise other staff

6.2 The usual internal and external contacts

6.2.1 Internal - Employees, Principal, Teachers, Maintenance/Housekeeping, Social Workers, Child Care Staff, Cooks, Kid Connection Worker, Residential, Nurses, Psychiatrist/APN, Pediatrician

6.2.2 External -outside Medical Consultants/Specialists, Parent/Guardian, DYFS Worker

SECTION 7 Essential physical/sensory demands and travel involved with position

7.1 Essential physical/sensory demands of position

7.1.1	Sitting	Occasionally
7.1.2	Standing	Occasionally
7.1.3	Walking	Occasionally
7.1.4	Lifting	Occasionally
7.1.5	Carrying	Occasionally
7.1.6	Pushing / Pulling	Occasionally
7.1.7	Bending	Occasionally
7.1.8	Reaching	Occasionally
7.1.9	Visual	Frequently
7.1.10	Hearing	Frequently
7.1.11	Speaking	Frequently

7.2 Travel involved with the position

7.2.1 Frequently

SECTION 8 Machines or equipment used

8.1 Telephone, computer, photocopier, fax, pager and medical equipment

SECTION 9 Working conditions

9.1 Camp nursing environment which may include heat, rain, bugs, animals and other outdoor adventures

9.2 Any safety conditions or hazards associated with this position

9.2.1 Possible exposure to physical and/or verbal altercations with clients

9.2.2 Possible exposure to communicable illnesses

SECTION 10 Additional Comments

10.1 Additional responsibilities as directed by supervisor(s).

Please note this job description provides a general summary of responsibilities and should not be construed as any promise of employment. Also, YCS reserves the right to change the job description with or without prior notice.