



## Clinic Assistant (Dayshift)

The Clinic Assistant works directly under the supervision of the Healthcare Manager and other nursing preceptors to assist in the smooth operation of the clinic. The Clinic Assistant offers basic health care and diabetes care to campers. Being a clinical assistant is a very taxing but extremely rewarding experience.

### Essential Job Functions:

- Reside on camp property for the committed session.
- Ensure the health and safety of all campers.
- Flexibility to go where needed
- Administer and document insulin and other medications under RN supervision.
- Assist with blood glucose checking
- Assist campers during episodes of hypoglycemia.
- Document campers' blood glucose readings, insulin administration, insulin pump site changes, ketones, and hypoglycemia treatment
- Staff camper activities and provide medical support under RN supervision.
- Follow protocols outlined in the Medical Manual.
- Follow staff policies and procedures.
- Attend morning medical meetings to get the rundown from overnight staff, and to discuss any changes or updates for the upcoming day.
- Go to breakfast and work with your cabin by giving medications, checking blood sugars, and delivering insulin - this also occurs at lunch, dinner, and a bedtime snack.
- Throughout the day you will travel to various activities with your cabin.
- Primarily you are there to monitor the campers' blood sugars, treat lows and highs, and provide basic medical care if necessary.
- Participate in activities with kids, which they love.
- Be with the kids for most of the day, excluding a few activities such as cabin time, showers, and trading post.
- Throughout the week you will be responsible for charting the camper's blood sugars, carb counts, insulin dosages, medications, and site changes.

- Other Job Duties:

- Participate in pre-camp clinic training.
- Prepare camper logs, labels, and supplies for the following session.
- Print camper healthcare records for closing day.
- Report all incidents and accidents immediately to the Healthcare Manager and Camp Director and cooperate in the completion of required follow-up/documentation.
- Other duties as assigned by the Healthcare Manager, Medical Director, or Camp Director
- Use EMR System

Qualifications: *(Minimum Education and Experience)*

- Enrolled in bachelor's, master's, or doctoral program preferred
- Health care affiliated student (nursing, medicine, PA, etc.) healthcare-related employment, or knowledge and skills appropriate to the clinic assistant role
- Type 1 diabetes experience required.
- CPR certified.
- Current First aid certification and experience in first aid and emergency management.
- Desire to work with children and adolescents.

Physical Aspects of the Job:

- Ability to lift/assist campers and staff.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to use a telephone.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Possess endurance to meet emergency needs