Clinic Assistant (Night Shift)

Position Purpose:
- To work directly under the supervision of the overnight licensed medical professional to assist in the smooth overnight operation of the clinic from 7:45 pm to 7:45 am
- The clinic assistant offers basic diabetes care and helps prepare the clinic for the following day (stocking, organizing, and paperwork)

Essential Job Functions:
- Per the overnight licensed medical professional's instruction, check the blood glucose of campers on the 12 am checklist and subsequent, 2 am, 4 am, and 6 am BG checklists
- Follow protocols outlined in the Medical Manual
- Follow staff policies and procedures
- Identify and treat hypo and hyperglycemia per protocol
- Document BG readings and hypoglycemia treatment
- Prepare clinic for the following day:
  - Stock tackle boxes
  - Clean and wipe down surfaces
  - Organize clinic
  - Update board with infusion site changes that are due

Other Job Duties:
- Participate in pre-camp clinic training (Required!)
- Assist with Inventory update on the last night of the session
- 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 overnight licensed medical professional, Healthcare Manager, Medical Director, or Camp Director

Qualifications: *(Minimum Education and Experience):*
- Health care affiliated student (nursing, medicine, PA, etc.) healthcare-related employment, or knowledge and skills appropriate to the clinic assistant role (Required)
- Type 1 diabetes experience (Preferred)
- CPR-certified (Preferred)
- Knowledgeable about basic first aid
- Desire to work with children and adolescents (Required)

Physical Aspects of the Job:
- Ability to lift/assist campers and staff (able to make kids sit up at night/ assist them sitting up)
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters
- Ability to use a telephone
- Ability to use the EMR System