

NURSE

WEDIKO SUMMER PROGRAM

Job Summary

Nurses at the Wediko Summer Program work collaboratively to address all aspects of the medical programming for the Wediko Summer Program, including medication distribution, first aid, hygiene, drop in and on-going medical issues, individual food programming. Nurses work under the supervision of the Head Nurse and the Director of the Summer Program. Nurses work collaboratively with all senior Wediko staff to ensure the physical safety of the students and staff participating in the Wediko Summer Program.

Essential Functions

- Coordinate and/or lead the provision of on-site medical care for all students, staff and visitors.
- Gather appropriate medical information and maintain the necessary records of students and staff
- Maintain accurate hard copy medical records and coordinate these with our on-line Bestnotes database.
- Work collaboratively on a team of nurses to ensure the following direct service responsibilities are achieved
 - Ensure full and holistic health care provision for students.
 - Provide on-site medical care for both 'drop in' students in addition to any student with on-going issues and concerns
 - Administer medicines as necessary.
 - Treat and advise staff with common and minor ailments.
 - Participate in intake and discharge processes related to arrival and departure of students
 - Coordinate students' care at medical centers and hospitals as necessary.
 - Administer first aid to students and staff in emergencies.
 - Maintain an up to date knowledge of chronic diseases and childhood ailments.
 - Implement and coordinate with direct care staff any healthcare plans for students or staff with illnesses such as diabetes, anemia etc. as necessary.
 - Implement and coordinate with direct care staff to address any individual food plans for students
 - Complete all relevant forms following accidents and, if necessary, report to the Health and Safety Executive.

- Play an active part in the Summer Program's health program, including 'hygiene' and education with regard to adolescent changes, drugs, alcohol, etc.
- Provide staff with student based medical information
- Ensure the maintenance of the first aid kits on site and in the vehicles
- Offer general administrative support and assistance with various tasks, as necessary.
- Ensure that the Summer Program's medical protocol is adhered to at all times.
- Undertake all other duties, responsibilities and tasks as reasonably requested from time to time by the Director, Assistant Director, and Senior Coordinator.
- Complete and file necessary paperwork with municipal, state and federal agencies, including, but not limited to,

Minimum Requirements

- **Up to date degree and ability to work in NH.**
- Minimum of three years of work experience in residential services or medical field.
- Strong communication and interpersonal skills. Ability to approach personnel challenges in a supportive and creative manner
- Excellent organizational skills.
- Flexible schedule and willingness to travel to Wediko's New Hampshire campus.

Abilities Required

The position requires the ability to be on your feet for long periods of time as well as navigate Wediko's New Hampshire Campus, which has rugged terrain.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.