

ASLEEP OVERNIGHT MEDICAL SUPPORT STAFF WEDIKO SUMMER PROGRAM

Job Summary

Asleep Overnight Medical Support are responsible for responding to medical emergencies on campus. Staff must be able to hear requests for medical support via a walkie talkie which is provided. Staff must also be able to respond to requests for medical support by going to the site of the medical emergency, assessing the situation and attending to the medical needs. Should the medical emergency warrant off site medical care, it is the Asleep Overnight Medical Support staff responsibility to notify off-site medical personnel as well as the Wediko Summer Program Director.

Essential Functions (if awakened)

- 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.
- 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
- Complete all relevant forms following accidents
- Provide staff with student based medical information
- 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 Nurse Manager or Program Director
- Complete and file necessary paperwork with municipal, state and federal agencies.

Minimum Requirements

- Up to date medical certification or license
- Ability to work in NH
- Three years of work experience in residential services or medical field is preferred
- Strong communication and interpersonal skills
- Ability to approach personnel challenges in a supportive and creative manner
- Excellent organizational skills

Abilities Required

Employees are responsible for acquiring transportation to/from the NH worksite. A driver's license is convenient; but, it is not necessary to perform work responsibilities. The majority of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children's Services to accommodate the limitation.

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.

Job Category	Specialist
Exempt/Nonexempt	Exempt
Department	Wediko Summer Program
Supervisor	Nurse Manager
Last Revised	11/15/16 JLL