NURSE AFFILIATE

Department/Program: Wediko Summer Program
Reports To: Nurse Manager
Job Category: General Staff/Exempt
Status: Temporary/Seasonal

Job Summary
All Summer Program staff are assigned to a cabin group, and as such are responsible for establishing a safe and therapeutic environment for our students in which they will be able to identify their strengths, and develop and practice new skills. They would develop skills working for a human services agency while making a difference in the lives of others. They should be able to establish relationships with our students while maintaining professional boundaries. Excellent interpersonal and communication skills are required.

In addition to their cabin group, the Nurse Affiliate is specifically assigned to the Nursing Station for 5 hour daily shifts. Under the supervision and direction of the Nurse Manager, the Nurse Affiliate aids in all aspects of the medical programming for the Wediko Summer Program, including medication distribution, first aid, hygiene, and the facilitation of urgent care or other medical related transports.

Essential Functions
- Provide direct care and be a consistent presence for assigned cabin group
- Consistently model appropriate behaviors, emotions, and communication skills, i.e., anger management, conflict resolution, and problem-solving skills
- Engage with students and actively participate in all activities
- Lead and/or assist with behavioral interventions as taught and outlined in training model
- Utilize approved behavior management techniques including use of therapeutic holds when physical intervention is necessary for crisis management
- Ensure daily student checklists are completed with fidelity
- Seek and/or utilize feedback provided by Clinical Group Supervisors for professional development
- Assist students in gaining the skills needed to live in a less restrictive setting
- Utilize agency policies when responding to emergencies
- Maintain a safe environment by reporting safety concerns to appropriate staff

Medical Specific Functions
- Administer medicines as necessary
- Transport and facilitate students’ care at medical centers and hospitals as necessary
- Help to ensure that all relevant forms are completed and, if necessary, report to the Nurse Manager or Program Director
- Assist in the Summer Program’s health program, including ‘hygiene’ and education with regard to adolescent changes, drugs, alcohol, etc.
- Aid in 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 by the Nurse Manager or Program Director

**Minimum Requirements**
- Nurse Affiliates must be at least 21 years old
- Must have completed some level of college education
- Strong communication and interpersonal skills required
- Ability to approach challenges in a supportive and creative manner
- Adaptability in an ever-changing work environment

**Abilities Required**
Employees are responsible for transportation to one of the pickup and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the New Hampshire campus. 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 are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. 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.

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<th>Approved By:</th>
<th>Jose Perez</th>
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<td>Date Approved:</td>
<td>12/15/2017</td>
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<td>Date Reviewed:</td>
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