



## POSITION DESCRIPTION

**Title:** Assistant Nurse  
**Classification:** Non-Exempt  
**Work Schedule:** 32.50 hours per week, 8:30AM-3:15PM  
**Start Date:** June 18- August 24, 2018  
**Report to:** Camp Nurse & Program Coordinator  
**Work Site:** The Bridge Center, 470 Pine Street Bridgewater, Massachusetts

### Position Description:

A nursing role at The Bridge Center is a very multi-faceted, fast paced position. Those in this role must love and embrace not only the camp environment but also the camp philosophy, which is that our campers come first, we work as a team, and campers are here to have fun! We strive to assure that all campers, regardless of their medical needs, are engaged in all camp activities while having the care and medication needs met. The Assistant Nurse position involves working hands-on with children and adults with disabilities and/or chronic illnesses under the direct supervision of our Camp Nurse. Assistant Nurses are responsible for assisting campers with all activities of daily living (toileting, eating, dressing, etc.) as well as dispensing medications, administering first aid for minor injuries, providing g-tube feedings, adhering to seizure protocols, and obtaining accurate medical records. Assistant nurses must communicate clearly with all the Camp Nurse, staff, parents, and leadership staff to assure health and safety for all campers and staff.

### ESSENTIAL FUNCTIONS

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.*

#### **All functions will be under the direct supervision of a R.N.**

- Ability and desire to work with individuals with disabilities and chronic illnesses in a non-traditional outdoor setting where the “camper comes first” (camp model vs. medical/treatment model)
- Ability to work with diverse groups of people in a proactive, solution focused manner
- Assist in preparing and setting-up nursing area, including inventory of medical supplies, ordering medical supplies and ensuring availability of adequate materials for summer season
- Assists in processing registration forms and medical information for all summer camps
- Communicates medical issues with staff as necessary without compromising participant confidentiality
- Identifies specific medical responsibilities corresponding to the particular health status of the camper and arranges appropriate management for the camper in the camp setting
- Follows the Department of Public Health Guidelines in regulation to exclusion and readmission of campers in connection with infectious and contagious diseases
- Triage campers and or staff with an injury, illness or accident and provides appropriate intervention, following protocols and policy
- Administers medications, g-tube feedings and basic first aid care as needed and required
- Ability to interact with and work as a team player with other staff, participants, volunteers, and participant’s families/care-givers



- Ability to serve as a positive role model to program participants and staff
- Ability to work in a fast paced outdoor environment, which can be both physically and emotionally demanding
- Ability to learn and grow in the position by accepting constructive feedback from parents and supervisor
- Depending on camper needs of extended day, the Assistant Nurse will be required to work extra hours

### **Supervision**

This individual will work under and report directly to the Camp Nurse.

### **Job Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The work environments may include a business office, outdoor and indoor recreation venues.

### **Physical Requirements**

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. This person must demonstrate the ability to, maintain a high level of energy, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and the ability to lift and carry (short distances; up to 15') up to 80 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Completion of basic nursing skills course at an accredited nursing program
- CPR, First Aid, AED certification
- Must have a valid driver's license.
- Must complete and pass CORI/SORI/NSOPW.

### **Salary:**

Pay scale ranges from \$13.00-\$16.00 per hour based on prior experience.

### **All interested candidates should send their resume to:**

Abigail Ross

*Program Coordinator*

The Bridge Center

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