

Medical Assistant

Desired Qualifications

- Experience working in a medical office/environment
- Experience with young children
- Ability to originate, update, and/or monitor health care, maintain records, and implement the health care plan
- Organized and knowledgeable about data input and database work
- Friendly and optimistic and team player
- Ability to take direction
- Ability and experience in acting as first responder calmly and efficiently
- Ability to keep strict confidentiality in a medical environment
- Current CPR and First Aid certifications
- Desire to work and live in a camp community
- Willingness to learn and help out where and when needed

Responsible To:

Nurse(s)

General Responsibilities

Help facilitate a comprehensive health care program that meets the needs of the campers as well as staff members.

Specific Responsibilities

1. Distribution of Medication during meals and bed time including inhalers, pills, and liquids.
2. Preparing campers and staff who need to see the Nurse or Dr. including asking about medical history, pulling files, and checking vitals as needed.
3. Documenting and highlighting any allergies to medication and ensure Nurse and/or Dr. are aware of any allergies.
4. Help Nurse and/or Dr. at sick call by documenting needed information on proper forms.
5. Call in and pick up meds from pharmacies as needed
6. Perform rapid strep tests when asked, helping with any camp infirmary procedures (i.e. soaking toes, cleaning minor wounds, bandaging, helping determine the need for OTC meds i.e. Tums/Chloraseptic/Tylenol under supervision and approval of Nurse on duty and documenting any meds which were distributed.
7. Supervise and assist campers or staff who are staying for the day or night in the infirmary and be in contact with the Nurse to update on the status of sick campers or staff.
8. Attend activities and/or day trips as needed for extra medical attention.
9. Cleaning, emptying trash and changing sheets as needed in between visits from housekeeping staff.
10. Performing any other tasks and responsibilities which may be helpful to the Nurse(s) in order to keep the infirmary running smoothly.
11. Help out and be involved in the Camp program in your own unique way.