



***JOB DESCRIPTION***

<b><i>JOB TITLE:</i></b>	Healthcare Assistant
<b><i>DEPARTMENT:</i></b>	LLYC
<b><i>REPORTS TO:</i></b>	Director of Health Services
<b><i>EFFECTIVE DATE:</i></b>	October 22, 2024
<b><i>CLASSIFICATION:</i></b>	Exempt

***POSITION SUMMARY:*** The Healthcare Assistant position is ideal for a student pursuing nursing, medical, or EMT/paramedic education. This position provides basic first aid care for patients as delegated by the supervising Director of Health Services. Assists with the overall management of the camp clinic cleanliness and care of patients.

***LLYC HEALTHCARE MISSION:*** The Laity Lodge Youth Camp health services team is dedicated to promoting a healthy camp environment to minimize injury and illness of LLYC campers and staff to maximize their camping experience so that all may experience the love of Christ.

***ORGANIZATIONAL VALUES:*** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

***ESSENTIAL FUNCTIONS:***

- Assist with daily clinic duties and procedures as delegated by the nurse, camp practitioner, and Director of Health Services.
- Must possess a high level of personal concern and responsibility for the welfare of both staff and campers, demonstrating sound judgment and discretion in a variety of healthcare-related situations.
- Maintain a clean clinic environment to minimize disease transmission.
- Manage stock supplies and medications and communicate with Director Health Services to ensure adequate supply levels for care provision.
- Serve as a knowledgeable information source to weekly healthcare team regarding camp programming, clinic management, and Foundation resources.
- Collaborate to facilitate communication amongst camp participants, central staff peers, healthcare staff, and leadership to ensure provision of care and camper safety.
- Administered first-aid daily.
- Assist with administering medications campers per RN delegation and supervision as well as over-the-counter medication administration for camper/staff care.
- Complete accurate and timely medical documentation
- Transport patients to tertiary care (ER, Urgent Care) and manage their care while off-site.
- Respond to medical emergencies
- Collaborate with the healthcare team to monitor, report, and address safety, health, and/or illness concerns of the campsite

- Serve as a medical resource to campers and staff throughout the summer
- Assist with orientation and onboarding of rotating healthcare staff

**QUALIFICATIONS:**

- Minimum age of 19 with at least one year or more of work experience preferably in healthcare
- The ideal candidate will be empathetic, reliable, and able to respond calmly to medical needs and emergencies, providing care with professionalism and sensitivity.
- Must possess a high level of personal concern and responsibility for the welfare of both staff and campers, demonstrating sound judgment and discretion in a variety of healthcare-related situations.
- Must agree to a criminal background check and complete the Sexual Abuse Awareness training per state camp regulations
- Student pursuing a medical degree path preferred or person with clinical experience
- Hold a current BLS (Basic Life Support) certification or CPR and First Aid certification and a valid driver's license
- Must have up to date immunizations, including a current Hepatitis series

**COMPETENCIES – Knowledge, Skills, and Abilities:**

- Possess a high level of personal concern, responsibility for the welfare of staff and campers, and have sound judgment and discretion
- Ability to make sound, independent decisions while having knowledge of when to access other healthcare staff (healthcare provider or camp nurses)
- Strong communication skills
- Ability to work in a team and collaborate
- Perseverance
- Adaptableness
- Independent
- Ability to work with varied supervisors
- Detail oriented and reliable

**PHYSICAL REQUIREMENTS:**

- Possess a high level of stamina and endurance (Healthcare Assistance will experience long and often unpredictable hours during hot summer days.)
- Ability to lift at least 35 pounds
- Able to walk on uneven ground and work in unpredictable outdoor environments

**WORK ENVIRONMENT:**

- The Camp clinic is climate controlled. However, the healthcare assistant will go to various outdoor camp activities and settings during the day as needed.
- Ability to work outside in varying weather and environmental conditions
- Expect to routinely use standard office equipment such as computers, phones, multi- function printers, and radios.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE

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