



## HEALTH CENTER ASSISTANT - NIGHTTIME

**Purpose:** Assist health center staff in the day-to-day functions of the health center (HC)

### **Qualifications:**

Nursing or other medical student preferred. (Possible internship)

Applicant should have: Good organizational skills, be able to take direction, good communication and phone skills (screen/prioritize calls), and basic office skills (e.g. fax, copier and word processing). The position requires moderate physical ability.

**Responsible To:** Night HC Nurse, Health Center Director (HCD) and Session Charge Nurse (SCN)

### **Duties and Responsibilities:**

1. Shift 11:00 PM – 7:00 AM
2. Assist Night Nurse in Health Center as needed.
3. Assist Night Nurse with 3am blood glucose checks.
4. Review midnight & 3 AM glucoses with Night Nurse.
5. Answer phone calls to Health Center.
6. Follow up on Watch Board and E-vent cards
7. Copy glucose number from eSpecSheets and E-vent cards to the Kardexes® for pen users.
8. Monitor and chart CGM alarms in HC
9. Restock Front Closet:
  - Glucose tabs, insta, and test strips
10. Restock Spec Cart: Lancets, Alcohol Swabs, gloves, gauze, sharps containers, paper Event cards, and hand sanitizer
11. Copy Kardex™es and Spec sheets for Outtake Day.
12. Assist in getting next Session Books prepared.
13. Replace full Sharps Containers in Health Center.
14. Laundry:
  - a. Make sure clean linen on beds.
  - b. Wash and Dry and put away any dirty laundry for Health Center.
15. Make coffee at 7:00 am.
16. Wash dishes in sink.
17. Wipe down all surfaces with sanitizing wipes
18. Empty HC trash if needed.
19. Shred all confidential papers in basket above file cabinet. (Diabetes related records are not considered confidential at camp.)
20. Serves as role models for staff and campers.
21. Follows and enforces all Camp Neveda policies.
22. Other Duties as assigned.

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