JOB DESCRIPTION



National History Academy

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

POSITION: Nurse POSITION STATUS: Full Time/Seasonal

DEPARTMENT: Health CLASSIFICATION: Exempt

REGULAR WORK HOURS: Training Session: June 18-24, 2018

National History Academy: June 24-July 28, 2018

REPORTS TO: In Order: Academy Director, COO, President & CEO

**POSITION SUMMARY:**

National History Academy is a 5-week residential summer experience for 90 highly motivated high school students from June 23 to July 27, 2019. Staff will arrive a week earlier, on June 16th, to begin preparations and training.

National History Academy teaches the foundations of American democracy through place-based experiential learning. Students and staff spend 3-4 days each week traveling to the seminal places in American history, so we need a nurse who likes to travel and can be flexible while providing health care on the go!

Our full-time RN will be responsible for the health, safety, and welfare of the National History Academy community through sound health practices, while complying with all federal regulations.

**RESPONSIBILITIES:**

* Monitor health conditions of students and staff.
* Review all student medical histories and do a preliminary assessment of all students on arrival.
* Responsible for the dispensation of medicine as prescribed by a physician, or OTC as allowed by parents/guardians.
* Responsible for maintaining proper charts and logs of all incidents, accidents and dispensed medications in Campminder.
* Prepare first aid kits and medical logs for outings.
* Communicate directly with parents regarding student's health.
* Present general medical information to staff at orientation and actively participate in staff training, meetings, etc.
* Order all necessary first aid supplies, in consultation with the COO. Maintain a clean and a well-stocked health center.
* Assist with mental health first aid for students as needed.
* Aware of emergency procedures and prepared to act if warranted.
* Maintain communication with staff in the event of an emergency.
* Help out with all activities and participate as a member of the staff team, including striving for 100% participation on all field trips.
* Demonstrate/teach the values of caring, honesty, respect, and responsibility to all students and staff.
* Follow all rules, regulations, and policies and enforce them among peers.
* Maintain positive public relations with parents, visitors, and the general public at all times.
* Able to visually and audibly identify and respond to environmental and other hazards related to assigned activities.
* Submit all required paperwork on time.
* Perform other duties as assigned.

**REQUIREMENTS:**

* RN required
* Must be 21 years of age or older.
* Sound judgment, integrity, problem-solving skills and risk management.
* Ability to multitask.
* Physical assessment skills with children ages 13-18 years old.
* Certified in CPR, First Aid and AED.
* Positive attitude and ability to build a cohesive team.
* Willingness to go above and beyond the written job description.
* Hiring is dependent on passing Federal and State Background Checks.
* 2-3 years of nursing experience preferred but not required.
* Mental Health First Aid and/or therapeutic language training preferred.
* Experience charting in Campminder preferred.
* Must have the required certification or reciprocal license to provide healthcare in Virginia.
* Strong relationship building skills, plenty of patience and ability to establish and maintain health clinic operations.

This is a 5-week residential program, so the nurse is expected to live on-campus for the duration of the five weeks. The position will provide room & board and a stipend.

**EVALUATION:**

Evaluation will be on an ongoing basis in staff meetings and in private conversations. A formal

written evaluation will be completed at the end of the summer session. Performance will be based

on degree and quality of completing the job description.

**CONDUCT:**

It is understood that every employee will make a good faith effort to conduct themselves in a

friendly, helpful and professional manner at all times.

Please contact Michelle Burrelli at [michelle@historycamp.com](mailto:michelle@historycamp.com).