

JOB DESCRIPTION

National History Academy

POSITION: Nurse POSITION STATUS: Full Time/Seasonal

DEPARTMENT: Health CLASSIFICATION: Exempt

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. 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.