

# Assistant Health Aide Position Description

**Purpose of position:** To work in conjunction with the Health Aide to provide campers with necessary medications and respond in the case of the emergencies. As an Assistant Health Aide, you will follow the Health Aide in practices for logging medications and filling out incident reports. The Health Aide will be your Supervisor; however, you will be responsible for dispensing medication to campers on your own, and may work independently from time to time.

## General Responsibilities and Duties

- Review health forms turned in for each girl and become familiar with any potential health issues listed in their history.
- Keep in close contact with the Dorm Monitors and make sure they are aware of any health issues the girls have.
- Respond immediately to health needs.
- Know, communicate, and implement plans for emergency response as appropriate.

## Responsibilities and Duties While at Camp

- On call 24 hours a day, every day of camp
- Be aware of all rules unique to the campus, including cafeteria and dorm facilities
- Be present at registration so parents can communicate any instructions about medications
- Become familiar with supplies at the college/university health center, request additional supplies if needed
- Hold “clinic hours” when girls will know they are present in their dorm room
- Complete incident report forms for AAUW and insurance company if applicable
- Keep a log book containing notes of any visits from girls, inform Dorm Monitors of visits
- Notify Camp Director of any serious illness/injury
- Follow up with any camper treated within 48 hours of their visit

## Qualifications:

- First aid course required, CPR Certificate required
- Must be a senior nursing student, current health care provider or retired health care provider with updated training
- Willingness to perform support during an emergency
- Experience working in a setting with children
- Warm, supportive personality Commitment Expected/Training

## Commitment Expected

- Reside on campus throughout the week of camp (Room and board provided by AAUW)

## Training

- An virtual Zoom Training led by camp Directing Staff
- Camp training at the host university on July 12th
- Darkness to Light sexual assault awareness training

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- Other trainings that the Camp Director and Volunteer Coordinators deem necessary

*\*\*Please note that all trainings are mandatory, even if you have completed similar trainings for other companies, volunteer organizations or workplaces. Tech Trek will reimburse volunteers for Darkness to Light training upon the completion of camp.*