

GROTONWOOD



GROTON, MA

Medical Assistant (MA)

Seeking nursing students, EMTs, CNAs or individuals pursuing a career in the medical field, to join our health center team for our 2022 summer camp season. Earn up to 500 direct patient care hours applicable to collegiate medical/nursing programs.

Contract Date: June 10 - August 12, 2022

Time Off: Friday pm to Sunday am

Reports to: Nurse Manager (RN)

Notes: This is a residential live-in position

Salary: \$4000/season + \$250 completion bonus

Benefits: Completion bonus, optional weekend overtime available, all meals, accommodation, airport pick-up and drop off, WIFI, laundry facilities, staff uniform, staff work out room, use of facilities outside of working hours, weekend transportation to planned staff trips, and living in a multicultural and diverse Christian community with people from all over the world.

Accommodation: Our nurses and medical assistants work and live in our modern Health Center facility which is air conditioned and conveniently located in the center of camp, and staffed 24 hours a day, with a minimum of two nurses.

Summary: Our medical assistants provide our camp nurses with support services that ensure the camp's health center can run effectively and efficiently. MAs are responsible for administrative as well as clinical tasks, such as maintaining camper records, preparing campers for examination, and assisting nurses with a variety of tasks such as medication administration and obtaining and recording physical vital signs (finger sticks, O2, BP)

Responsibilities:

- Work with Nurse Manager and RNs to handle episodic conditions
- Assist nurses with medication administration and other tasks as needed
- Triaging episodic conditions and provide first aid to campers of various ages
- Act as liaison between Nurse Manager and caregivers
- Follow all camp policies and procedures and hold staff accountable to the same
- Assist with food preparation for modified diets
- Provide support during community outings as dictated by the camp schedule
- Verifying medication lists, obtaining physician orders and constructing MARs
- Accompany campers with injury/illnesses requiring higher level of care
- Ability to administer rescue medications such as Epi-Pens/inhalers as directed by the nurses

Qualifications:

- Strong oral communication skills essential for verifying camp documents
- Self-starter, ability to work independently, as well as part of a team
- Detail oriented with strong analytical skills
- Caring, empathetic and outgoing personality

REQUIREMENTS ARE LISTED ON NEXT PAGE

Requirements:

- 18 yrs + with 1+yrs direct patient care experience preferred (training provided)
- Students pursuing major in healthcare, CNA or PCA certification preferred
- Desire to work with children and adults with disabilities in a day and residential camp setting
- First Aid/CPR certification preferred
- Desire to broaden knowledge of patient care base
- Ability to pass background checks and provide 3 positive references
- Good comprehension of American English language (written and spoken)

About Grotonwood Camp & Conference Center: Grotonwood is a Christian non-profit camp located in Groton MA, on 247 acres of private woodland, and a beach on Lost Lake. We have been running day and overnight Christian summer camps since 1956. Our goal is to introduce people to the love of Jesus, and encourage them to grow in relationship with Him. At the heart of this ministry is the staff!