



JOB DESCRIPTION: HEALTHCARE ASSISTANT

Classification: Seasonal-Summer

Location: [Glisson Programs](#)

Reports to: Healthcare Manager

Minimal Qualifications:

- Active Christian faith
- Passion for building Christian community by coordinating logistics, teaching, and equipping others
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- At least one year of college
- Completed CNA (or equivalent educational) training
- Ability and willingness to:
 - practice servant leadership while working collaboratively within a team
 - facilitate harmonious relationships and interactions between campers and fellow staff members
 - perform in potentially strenuous physical activities (hiking, lifting, etc.)
 - give and receive constructive feedback
 - solve problems creatively in fast-paced and at times high-stress environments

General and Specific Responsibilities:

- Collaborate with Healthcare Manager to coordinate basic first aid training for staff
- Daily responsibilities
 - Assist the Healthcare Manager in dispensing medications at all meals and before bedtime
 - Provide basic care and treatment to campers and staff as needed alongside the healthcare team and based out of the camp infirmary
 - Be a part of an on-call rotation when the infirmary is closed
- Help to ensure the health and safety of campers and staff
 - Assist in camper health screening upon arrival
 - Accompany sick or injured campers or staff to the hospital or to medical appointments
 - Respond to emergencies that may arise
 - Assist the Healthcare Manager in liaising with local doctors, hospitals, and pharmacies
 - Assist with medical record keeping and keep a log book of infirmary visits
 - Communicate specific camper health needs (allergies, special diets, etc.) to staff
 - Clean and maintain the sick bay and waiting area in the infirmary
 - Prepare, distribute, and maintain first aid kits to be used by staff on off-site trips and different areas of camp
- Active Healthcare Team member
 - Affirm and support the ministry of North Georgia Camp and Retreat Ministries
 - Be in a supportive role to the counselor to campers ministry and be available to assist as needed at any time
 - Prepare for camp during the Spring through on site meetings, retreats, and/or online/phone discussions.
 - Ensure adherence to camp policies/procedures and Core Values
 - Attend and contribute to Healthcare Team meetings

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered as-needed.