



JOB DESCRIPTION: HEALTHCARE ASSISTANT (CNA)

Classification: Seasonal-Summer

Location: [Glisson Camp and Retreat Center](#) in Dahlonega (Village, Sparrowwood, and Outpost)

Reports to: Healthcare Manager

A Healthcare Assistant is needed to assist the Healthcare Manager with all basic camper and staff health care needs for Summer 2023. Glisson is a camp in the beautiful North Georgia mountains that is affiliated with the United Methodist Church. Our medical staff are caring individuals who exhibit good communication and organizational skills who are especially passionate about working with children and youth. Our team is adaptable to a sometimes busy environment and collaborates well with other members of the team. Made up of three team members- two Healthcare Assistants (CNA) led by a Healthcare Manager- our Healthcare Team meets the health care needs of the camp population (approx. 400 campers/staff per week), responds to illnesses and injuries during the day or at night, and manages all aspects of the camp infirmary. Glisson works with a local medical provider who is available for consultation, and the nearest hospital is located only 3 miles from our main camp property. Glisson is a co-ed residential camp that runs traditional programming (Village), adventure/off site programming (Outpost), as well as programming for children/adults with mild to moderate developmental disabilities (Sparrowwood) The Healthcare Assistants are provided with private, comfortable/ air-conditioned, on-site lodging accommodations. The camp offers a competitive salary, room and board during camp sessions, and one fully funded week of camp for children of Healthcare Team members (space permitting based on date of registration). To learn more about NGCRM, visit growsomewhere.org and review our Mission, Core Values, and Ministries on pages 3-4 of our most recent [Impact Report](#).

Minimal Qualifications:

- Completed CNA (or equivalent educational) training prior to the start of camp
- At least one out of high school
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- 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.

To apply, please email a copy of your resume to Stephanie Gaines Lloyd (stephanie@ngcrm.org)