



Ascendigo Autism Services, Inc.

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Job Description for: Summer Camp Nurse Assistant	As of: 02/05/2020
Reports to: Adventures Director & Assistant Director	Section: Ascendigo Adventures
Classification: Summer - Full Time Seasonal	Term: June 7 – August 14

<p>About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork valley of Colorado and provide programming from Aspen to Rifle.</p>
<p>Clinical basis: Ascendigo, welcomes people ages 5 and up with Autism Spectrum Disorder, including classic Autism, Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS), Asperger's and related diagnoses. Our skills trainers and sports specialists use positive reinforcement across our behavioral services, educational, and sports programming based on a clinical modality based on the Denver model - a Naturalistic Development Behavioral Intervention. Clinical services, oversight and ongoing staff training are under the auspices renowned autism expert Diane Osaki and her group, as well as our in-house Board-Certified Behavioral Analyst.</p>
<p>Adventure Camps: Participants of any athletic ability can succeed. We pride ourselves in ensuring progress in our sports while having lots of fun. Current sports and outdoor programming include summer, fall and winter camps and individualized services. We continually seek to expand our offerings. Camp activities include hiking, climbing, river rafting, lake & boating sports, biking (mountain & road), horseback riding - as well as winter skiing and snowboarding at Aspen/Snowmass.</p>
<p>Behavioral Intervention Services: Community integration and behavioral health activities include our Adult Enrichment programs serving the RF valley out of Carbondale, and upcoming programming for school age children.</p>

General Staff Requirements: All our staff help to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meet the expectations and needs of the families we serve, our donors and the Board of Directors. Each staff member should act in a professional manner, exhibit behavior to the general public and our families, which reflects positively on our organization, and be respectful of our participants, their families, and other staff. A sense of responsibility, and concern for confidentiality are expected. We value and like working with people on the autism spectrum and are rewarded by their success in our programs – we are looking for staff that feel the same.

Hiring and continued employment is contingent upon the following:

- Compliance with all Ascendigo licensing requirements relevant to your position.
- Compliance with good practice standards of care for special needs children and adults.
- Compliance with Ascendigo written professional standards and Ascendigo policies and procedures, including a no alcohol/no drug policy while on duty or at any time when present at an Ascendigo managed facility or activity.
- Three positive character references, clean criminal background checks, clearance to work at Ascendigo by your healthcare professional, and agreement to abide by the Ascendigo Employee Handbook.
- Completion of any required online learning modules prior to arrival.
- Successful completion of the Ascendigo hosted prerequisite trainings required for the program in which you will be hired. Depending on the program, this will include some combination of CPR/First Aid, sports proficiency training, autism training, and local terrain orientation.
- Adequately carrying out the job responsibilities outlined herein.

Confidentiality: In the course of performing and fulfilling your duties, you may have access to and/or be entrusted with confidential information concerning Ascendigo, its donors, or its participants and their families. You agree that you will not disclose any such confidential information to any outside party, except as required in the normal course of your engagement. You will take all reasonable precautions necessary to secure Ascendigo's materials, electronic, intellectual and otherwise, and to protect the privacy of employees, volunteers, campers and their families, and donors.

Program Staff Requirements: Program staff, which includes all staff with direct client contact, will work under the direction of Ascendigo management as well as both our in-house and consulting behavioral health professionals. We expect our staff to create and maintain a positive learning environment and to prioritize the health, safety and comfort of our participants - use good judgment and ask for help when needed. Program staff will be asked to attend several staff meetings each week and to be available to Ascendigo management for ongoing discussions and feedback. We ask the program staff to maintain open lines of communication with parents and families. In many ways, you are in the guest services business and this means the highest level of guest service and satisfaction is expected.

Job Summary:

The Nurse Assistant will report to the Registered Nurse and Adventures Director. The NA will provide services in the residential and/or day camp setting to both participants and staff. The NA role will act as liaison between campers, parents and doctors/nurses.

Salary range is based on relevant experience, education, years at Ascendigo, relevant certifications, and availability.

Essential Job Functions:

- Passion for Ascendigo's Mission
- Maintain State of Colorado compliance in administering medications and making sure all vaccination forms for the State of Colorado are recorded and kept in a secure location
- Helping to create and maintain a positive learning environment for campers and staff
- Participate in all pre-camp training
- Review all camper's health forms prior to their arrival
- Highest level of professionalism with all parents, staff, aides, and campers at all times
- Screen of all campers upon arrival of camp
- Personal cell phone for communication with families and staff
- Assisting RN with check-in duties; reviewing medical concerns and checking in medications
- Adhere to risk management procedures
- Help staff and campers pace activities so that over-exertion and over-stimulation is avoided
- Maintain all camp medical records
- Comply with Ascendigo policies
- Administer prescription medications and/or supplements to campers
- Contact physicians to verify/confirm prescription medications as needed
- Deliver medication to camper for weekend programs
- Treat campers and staff with known health issues
- Consult RN and staff on any issues/concerns regarding camper's health
- Assist RN with camper and staff health emergencies
- Report all incidents and accidents to the RN and Adventures Director immediately and cooperate in the completion of required follow-up
- Participate in all staff meetings
- Return all prescription medications and supplements to parents at checkout
- Make sure all medications are secured properly
- Work with Med Admin delegates for dispersing medications to campers
- Provide walk throughs of all dorm rooms (staff and campers) 1x/week for health concerns and cleanliness

Qualifications:

- Passion for Ascendigo's Mission
- Med Admin Certified in the State of Colorado
- Pre-Nurse and/or BSN studies preferred
- Experience in Summer Camp setting preferred
- Valid Colorado or U.S. Driver's License with clean driving history
- At least 21 years of age
- CPR/First Aid Certification, Universal Precautions, Mandatory Child Abuse Report trainings

Knowledge, Skills, Abilities:

- Exceptional time management skills
- Excellent driving skills
- Ability to effectively administer medications and supplements to campers
- Effectively present information and respond to questions from supervisor, doctors, nurses' coworkers, volunteers, parents, campers, donors, and general public
- Excellent situational awareness and patience
- Able to make sound safety decisions, with little direction
- Ability and willingness to work as a "team" member
- Organized, detail oriented and possess excellent interpersonal communication skills
- Enthusiastic, dependable and a sense of humor
- Willing to follow directions and take initiative
- Understanding of the Ascendigo mission as well as a commitment to be a positive role model
- Even-tempered and able to adjust tasks in accordance with changing priorities

Physical Requirements:

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate Nurse Assistant requirement and the ability to lift up to 50lbs.
- Operate with daily exposure to the sun and heat and varying environmental conditions.