



ELEVATING THE SPECTRUM  
FOR INDIVIDUALS WITH AUTISM

## Summer Camp Nurse Assistant

<b>Job Description for:</b> Summer Camp Nurse Assistant	<b>Start Date:</b> June 2 <sup>nd</sup> – August 5 <sup>th</sup>
<b>Reports to:</b> Director of Adventures	<b>Program:</b> Adventures
<b>Starting Wage Range:</b> \$13-\$17 per hour	<b>Term/Classification:</b> Summer, Part Time Seasonal, Non-Exempt

**About Ascendigo:** Ascendigo Autism Services is a 501(c)3 non-profit organization based in the Roaring Fork Valley near Aspen, Colorado. Founded in 2004 as a summer sports camp for children with autism, Ascendigo has expanded to offer year-round outdoor recreational options including summer and winter sports, a suite of community-based services for adults with autism, and behavior therapies for children with autism. Our goal is to integrate people with autism into community life, whether through outdoor recreation, assisting in basic life skills, finding compatible employment, or simply going out with friends to restaurants, museums, or concerts. Ascendigo takes full advantage of the unmatched natural facilities offered by Colorado's Rocky Mountains, as well as the area's charitable community spirit to open physical, experiential, and collaborative opportunities to individuals with autism. Currently, Ascendigo employs approximately 65 full- and part-time staff members with an additional 60-65 seasonal employees during the summer months.

**Job Summary:** Ascendigo's Nurse Assistant (NA) works closely with the Registered Nurse (RN) in ensuring the summer camp medications are managed without error. The NA will assist the RN in overseeing and advising on health-related topics that arise at camp including illness, injury, medication administration and for both staff and participants. Ascendigo's NA will keep detailed medical records of Ascendigo clients (with help from the Adventures Administrator) to be aware of pertinent health information for participants in Ascendigo's care. The NA will intake health and medication information for participants during camper drop-off and answer questions that families may have. The NA will assist the RN in organizing, recording, and storing medication for the duration of the camper's stay.

Each day, the camp NA will do symptom checks and take temperatures of staff and participants to help to mitigate the risk of COVID-19. Then, the camp NA and RN will organize and delegate medication administration to med admin certified staff members. The NA and RN will keep a detailed Medication Administration Record (MAR) for all meds given at camp. The MAR must be updated daily and available to be reviewed by management or CDHS auditors at any time, with minimal notice. The NA will have some scheduled work hours for check-in, check-out, and each morning, and is expected to be on call during operating hours from 8:30AM-4:30PM.

**Essential Job Functions:**

- Act as the top medical professional for camp for staff and participants
- Oversee medication intake, storage, administration, and delegation
- Keep accurate records in a MAR
- Advise staff on treatment of first aid, illness, or injury
- Communicate with camper families about medical needs and updates of their child as needed
- Administer and oversee administration of camper medications.

**Effective Date: 2022**

- Sign off on medication delegation forms for appropriately trained staff
- Be on call to answer medical questions during operating hours
- Intake, interpret, and store pertinent medical information of clients and staff
- Daily temperature taking and symptom monitoring of staff and clients
- Make difficult decisions to either keep clients at camp, send them home, or seek EMS depending on condition.
- Work in an outdoor and physical environment that requires situational awareness
- Build positive rapport with clients/ staff and facilitate FUN!
- Help to oversee client wellbeing and safety in a camp setting.
- Work positively as a team with all Ascendigo staff members.
- Attend client and staff meetings and trainings, as necessary.
- Communicate with caregivers and staff effectively calls to doctors or parents to discuss medical topics
- Act as the main point of contact for Ascendigo Administration to report on camper and staff health issues that may arise
- Oversee health and safety of team members during operating hours
- Purchase medical supplies and keep camp stocked with first aid equipment
- Enforce rules as they pertain to medication and medical practices to legally protect staff, campers, and the organization

**Physical Requirements/Equipment Used:** Ability to spend full days outdoors being active and participating in sports such as rafting, rock climbing, boating, hiking, and horseback riding. Employees may facilitate full physical prompts for teaching or safety, competent to learn new technologies related to disabilities, able to accompany participants on some exercise and recreational activities. Applicants are required to have and use their own smart phone for work duties.

**Additional Requirement:** Must be fully vaccinated for Covid-19 and can provide documentation.

**Qualifications:**

Being a current Certified Nursing Assistant is highly preferred. Med admin certification is required. Prior experience in a related field or current educational pursuit is preferred.

- Knowledge of the field of autism as it pertains to minors and adults.
- Understanding and ability to learn behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting on them.
- Knowledge of injury and illness and how each may present for people with cognitive differences
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with participants.
- Ability to handle the personal care of participants with sensitivity and caring.
- Ability to teach and coach staff through sensitive health situations such as hygiene and personal health
- A STRICT adherence to HIPAA guidelines to protect the confidentiality of clients
- Good communication skills and an ability to discuss with campers, families, staff, and administration
- Possess effective skills in active listening, coaching, and human supervision.
- Display a positive attitude, show concern for people and community, demonstrate

- presence, self-confidence, common sense, and good listening ability.
- Be organized and exhibit “follow through” on tasks and goals.
- Strong interpersonal skills, the ability to collaborate with colleagues and client families.
- Strong analytical and problem-solving skills.
- Ability to make sound safety decisions with minimal assistance.
- Ability to work independently, set priorities, and exercise good judgement.
- Must be a team player.
- Ability to work flexible hours, including evenings, weekends, and extended hours.
- Uphold and exemplify “the Ascendigo Way” to colleagues and the public.
- Follow the policies and procedures of the organization and of the CDHS Child Care License of the camp.

In addition:

- Must be age 18 or over and have legal working status.
- Must pass a criminal background check from CBI, FBI, and TRAILS
- Must successfully complete required trainings.
- Must provide a current CPR/First Aid certification.
- Required to obtain a Child Care Nurse Health Consultant Certification.
- Understands that some facilities may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President
- Must have flexibility to travel for occasional professional development and resident activities.
- Must have a cell phone that can receive texts and phone calls
- Must arrive to work on time
- Engages in appropriate behavior with clients at and outside of work
- Conducts appropriate interactions with supervisors & managers
- Attends trainings and meetings
- Communicates with administration daily`
- May be asked to help with other Ascendigo programs as needed

**Personal Characteristics:** Should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, should:

- **Show maturity, responsibility, and dependability** and follow through on tasks with modest supervision.
- **Be diplomatic and discreet:** commitment to maintain strict confidentiality and respect of clients and the privacy of participants and their families.
- **Be proactive:** taking the initiative, willing to pitch in and assist. Receptive to feedback.
- **Behave ethically:** understand ethical behavior and business practices and ensure that their own behaviors is consistent with these standards and aligns with the values of Ascendigo.
- **Build relationships:** establish and maintain positive working relationships with others, both internally and externally.
- **Be Fun:** Ascendigo Summer Adventures camp is an opportunity for our clients to enjoy an amazing summer camp experience. Being positive, fun, and enthusiastic is essential!
- **Communicate effectively:** speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** develop new ways to improve operations of Ascendigo and to create new opportunities.
- **Focus on client needs:** anticipate, understand, and respond to the needs of clients to

meet or exceed their expectations and provide high quality care.

- **Foster teamwork:** work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- **Lead:** positively inspire others to achieve results that are in the best interest of Ascendigo.
- **Make decisions:** assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of Ascendigo.
- **Organize:** set priorities, develop a schedule to accomplish required tasks monitor progress toward goals, and track details, data, information, and activities.
- **Solve problems:** assess problems situations to identify courses, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.
- **Be Flexible:** our work often requires a level of flexibility based on the needs and goals of our clients.
- **Express a Willingness to Learn:** we are all Leaders and are learning every day, and we welcome all applicants who wish to learn and grow with us.