

Township of Livingston JOB POSTING

Summer Camp Nurse (Part-time) **Senior, Youth & Leisure Services**

POSTING DATE: December 2017

APPLICATION DEADLINE: April 30th, 2018

DATE POSITION WILL BECOME AVAILABLE: June 2018

CONTACT

Interested candidates may submit a Township application, cover letter, resume, and salary requirement via email to “employment@livingstonnj.org”. Please include the position title in the subject line.

Applications may also be:

Faxed:
(973) 992-7531

Mailed:
Human Resources Dept.
Township of Livingston
357 S. Livingston Avenue
Livingston, NJ 07039

The Township of Livingston is an Equal Opportunity Employer.



JOB DESCRIPTION

JOB TITLE: SUMMER CAMP NURSE
DEPARTMENT: Senior, Youth, & Leisure Services
REPORTS TO: Program Supervisor
GRADE LEVEL: PT-23
STATUS: P/T, Seasonal
HOURS/WEEK: 35-40 hours/week
Monday- Friday: Late June to Early August (6 weeks) 8:00am-3:30pm

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

1. SUMMARY

Provides first aid treatment and administers first aid log at Summer Camp. Position includes interaction with children, parents and staff.

Works under the supervision of the Program Supervisor and Day Camp Director.

2. SUPERVISORY RESPONSIBILITIES

This administrative position does not directly supervise any immediate staff. The camp nurse will coordinate with Day Camp Director.

3. PHYSICAL DEMANDS AND WORKING CONDITIONS

Office Other – Explain: _____

- Frequently required to stand, walk, talk, hear, sit, and balance.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Frequently must lift, move and carry up to 10 pounds and occasionally up to 20 pounds.
- Exposed to outside weather conditions including heat, wet or humid conditions.
- May use pens, pencils, schedules, medical equipment and other supplies.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

4. ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Administers professional first aid to children and staff as needed.
- Works with Camp Director with scheduling, medication notices and other health related functions.
- Communicates with parents regarding children's health conditions.
- Keeps a medical log of all camp related injuries/ visits to the nurse.
- Communicates with Program Supervisor and follows up on medical emergencies.
- Creates and implements all camp health/ medical related policies and procedures.
- Order supplies, organize and distribute all first aid supplies and kits.

5. KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principals and practices of nursing.
- Knowledge of first aid procedures.
- Ability to recognize adverse signs and symptoms in patients.
- Knowledge of pharmaceuticals, side effects, and possible complications of use.
- Ability to take temperature and blood pressure readings, and administer tests and medications.
- Ability to handle parent interactions effectively and in a positive manner.
- Excellent verbal, written and customer service skills.
- The ability to express a willingness to assist others and to provide a positive experience when working with the public.
- Ability to create and maintain positive cooperative relationships with management, co-workers and participants.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Interest in working part-time, seasonal schedule.

6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education/Experience: BS/ BA in medical related field. Must have two years' experience in a school, camp, medical practice, athletic trainer or hospital.

Licensing &/or Certifications: Must possess a current and valid registration as a Registered Nurse (RN), State of New Jersey. Must maintain up-to-date CPR and defibrillator certification. Must have blood borne pathogen training.

Special Requirements: Requires a driver's license valid in the state of New Jersey.