

POSITION DESCRIPTION

Lutheran Summer Music Academy & Festival (LSM)

Title: Health Assistant

Classification: Independent contractor

Department: Student Life

Reports to: Camp Nurse/Health Director

Hours: Residence at Valparaiso University from Wednesday, June 26, 2024 to Sunday, July 28, 2024.

Overview:

Health Assistants provide direct care and support for LSM students for their physical and mental health, under the supervision of the Camp Nurse/Health Director. Health Assistants dispense medication (as prescribed) and are on-call to assist student health needs during daily activities and in residence in the student dormitory. Health assistants help support all aspects of academy health, health policies and procedures, and ensure that every LSM student, faculty, and staff member enjoys a healthy summer, with proper health treatment as necessary. Health Assistants are welcome and encouraged to fully participate in the LSM community – participating musically, and attending concerts, services and events.

Expectations:

- Attend Student Life orientation and assist in medical aspects of Student Life staff orientation.
- Help maintain and track medical supply inventory; make supply trips and document purchases.
- Check-in and check-out of student medical information, medications, and answer questions.
- Maintain privacy and confidentiality with health records and communications and maintain accurate reporting and paperwork, especially when treatment is given at hospital (discharge information, etc.).
- Dispense medication to students as needed or as scheduled according to physician's order, logging and reporting as necessary.
- Communicate injuries or illnesses to Health Director to make decisions regarding student care and action plans.
- Document care given and actions taken during student health incidents.
- In the event of an emergent health situation, consult with Health Director or Student Life Director, and if necessary, accompany student for Urgent Care or Emergency Room visit.
- Support a culture at LSM of responsible physical health, as well as empathy and care for mental health.
- As applicable: administer COVID-19 tests; assist with quarantine procedures for students who test positive.
- Attend student life or student health meetings as required.
- Other duties as assigned.

Qualifications:

- Relevant medical training: current nursing student (2+ years completed preferred), EMT / First Responder certification, etc.
- Current CPR and First Aid certification (certification will be provided in training if need be).
- Experience providing basic health care.
- Experience working with children, preferably high school age.
- Ability to manage personal well-being while remaining fully committed to the health care needs of a larger community.

- Confidentiality.
- Cognitive ability to read and understand prescriptions and healthcare policies.
- Physical ability to travel to areas of the program quickly, lift/assist injured persons.
- A valid driver's license and access to a vehicle for transporting students as necessary for treatment.
- Understanding of and commitment to the mission of the organization.

Compensation/Benefits:

- Stipend of \$2,000
- Travel allowance of up to \$300
- Room and meals at Valparaiso University during orientation and program
- Three days (24-hour periods) off during LSM program

Stipend including travel allowance is paid at the end of the contract.

To Apply:

Interested applicants should send a resume, cover letter, completed background check form, and contact information for three references (name, position, email and phone number) to lsm@lutheransummermusic.org, under the subject line "LSM Health Assistant Search." [Background check form](#) **MUST be emailed with original signature.**