

**2023 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
HEALTH ASSISTANT**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; contribute positively to a living and learning community; ensure students' physical and emotional safety; uphold the [CTY Student Code of Conduct](#) and enforce site rules; and perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The health assistant is an integral part of the team that provides for the students' health and safety. The health assistant is **not** responsible for providing health care other than basic first aid. Health assistants who do not have current First Aid and CPR training certifications are required to obtain them from an appropriate program before students arrive; there is no additional compensation for this training other than reimbursement of course fees.

The health assistant is a member of the site administration. All members of the site administration are expected to:

- Work as a team, keeping program goals in sight while managing a range of details.
- Help set the appropriate tone for the community, as described in staff handbooks and other program documents.
- Anticipate and prevent potential problems.
- Communicate promptly, clearly, sensitively, and securely with other administrators, staff, students, parents/guardians, the host institution, and CTY's Baltimore office using JHU-approved platforms.
- Help the academic and residential/recreational programs collaborate effectively with each other.
- Model professionalism.
- Represent the philosophy and policies of CTY in a manner that fosters cooperation and respect among summer staff, students, host institution staff, and full-time CTY staff throughout the program.

Supervision

The health assistant is supervised directly by the site director and indirectly by the site's program manager and assistant program manager. The site director, in conjunction with the site nurse(s), will determine the health assistant's tasks. Some of the health assistant's day-to-day tasks may be supervised by the site nurse(s) at the request of the site director.

At some sites, an assistant site director or dean of operations may supervise the health assistants in conjunction with the site director.

Work Schedule and Physical Requirements

At **residential sites**, health assistants carry out their responsibilities primarily during the daytime and evenings; health offices are typically staffed from 7 a.m. until 30 minutes after lights out by a nurse and/or health assistant. Health assistants are expected to be available on call 24 hours a day on a rotating basis to help the residential and administrative staff with logistical and administrative tasks in emergency situations. Health assistants are required to work weekends. Health assistants have one day off per session, which must be approved by and coordinated with the site director.

At **day sites**, health assistants work Monday-Friday, 8 a.m.-4:30 p.m. Additional hours may be required on busy workdays, as well as in the evenings and on weekends as needed to complete paperwork and other administrative tasks. Health assistants also work on student check-in day on the weekend immediately prior to the start of each session, as well as the Saturday at the end of each session, if needed. At day sites operating for both sessions, health assistants are required to work the weekend between the two sessions. The exact schedule may vary from site to site and is determined by the site director in conjunction with the site program manager.

Health assistants are required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving may be required.

Additional job responsibilities of the health assistant include but are not limited to the following:

Before Arriving at the Site:

- Familiarize yourself with the program materials to which you are directed.
- Carefully read the CTY Student Health Office Operations Manual to familiarize yourself with CTY's expectations for health care at the site.
- Complete training, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Familiarize yourself with the online student medical database/reporting system. You will receive a link and login information for this system from your Program Manager.
- Access and familiarize yourself with CTY's designated communication and digital file storage systems. Links, training, and login information for these systems will be provided during the onboarding process.

Before Instructional and Residential Staff Arrive:

- Arrive at the site on the date specified in your employment agreement to assist the administrative team with setup and planning. Bring a cell phone, laptop, etc. to use during your employment. Duties during this time include assisting with general administrative tasks involved in setting up the site, not just the health office.

- Set up the health office and make sure all necessary information is entered into the medical database.
- Assist the site nurse and/or academic counselor with:
 - Reviewing the medical forms of all students attending the program.
 - Creating a list of students with medical issues that require special care, monitoring, or supervision.
 - Generating a list of students missing medical forms or information.
 - Contacting parents/guardians to discuss issues, medications, or missing information. In conjunction with the site nurse(s), develop systems for uploading forms/noting information as families/guardians provide you with additional information or late documents throughout the week and on arrival day.
- As requested by the site director and/or site nurse(s), prepare a presentation on health office procedures for staff orientation.
- Work with the host institution and other site health staff to ensure proper biohazard procedures are in place.
- Visit local health contacts to establish relationships; review standing orders; confirm payment arrangements made by the site's program manager or assistant program manager, if any.
- Assist the site nurse(s) with assessing the inventory of medical supplies, which may have been shipped to the site or stored from last year. Acquire any missing items locally or online, arranging payment through the site's office manager with approval from the site director.

Before Students Arrive:

- Attend orientation sessions and make presentations during staff orientation as requested.
- Develop a procedure in conjunction with the site director, other health staff members, and academic counselor for communicating health information to parents/guardians, and staff on a need-to-know basis.
- With the site nurse(s) and in coordination with other administrators, implement a protocol for distributing medications according to expectations in the CTY Student Health Office Operations Manual and local regulations as communicated by the site program manager/assistant program manager. Depending on site location, health assistants may need to attend additional trainings prior to being allowed to distribute medications.

Opening Day through Closing Day:

- Be present at the medical table on opening day (the first Sunday of each session) to collect

prescription and nonprescription medications, answer questions from parents, and collect missing medical forms.

- Work a schedule determined by the site director in conjunction with the program manager. Schedules will vary according to program needs.
- Attend staff meetings as requested by the site director.
- Following all state regulations, distribute prescription and nonprescription medications according to authorizations on the student medical forms and standing orders or supervise students self-administering medications. Maintain documentation according to the CTY Student Health Office Operations Manual and protocols established by the site nurse(s) or other site administrators. At the end of each scheduled dosage time, track down all students who missed their required medications. Notify the site administrators of any students who repeatedly neglect to show up for their medications.
- Attend field trips if requested by your supervisor.
- **(Residential sites only)** Accompany students on visits to health care providers, whether for scheduled appointments or for urgent care. This often involves driving students to the health care facility in site rental vehicles varying from passenger cars to eight-passenger vans.
- **(Residential sites only)** If needed, supervise students who must spend the night in the site health office or in isolation.
- **(Residential sites only)** In cooperation with the site director, the dean of residential life, and the site nurse(s), maintain a system for scheduling students' medical appointments and for ensuring they get to their appointments on time.
- Ensure adherence to all COVID protocols, which may include administration of COVID tests, supervising students in isolation, and providing care for positive cases while awaiting the arrival of parents/guardians.
- Keep the site director, academic counselor, and other administrators informed of student health issues as part of a coordinated effort to ensure students' safety and well-being while in the program.
- Working with other health staff, accurately log records of all student medical situations, distribution of all student medications, student trips to health care providers, and phone calls to parents/guardians in the digital medical database. Depending on the site this may also include a handwritten log. Complete a *Concern/Incident/Medical Report* as needed. All records and notes pertaining to student health care will be held on a confidential basis in the On-Campus Summer Programs office in Baltimore.
- On closing day, assist the site administration as requested. With the site nurse, assist in returning medications that students brought to the site.

- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After Students Depart:

- With the help of the nurse(s) and other administrators, inventory and oversee secure storage for first aid and related health supplies. Return any borrowed items to the host college/school. Dispose of biohazard materials, medications that will expire, unclaimed student medications, and other materials according to applicable guidelines.
- Working with the site nurse(s), finalize student medical records. Ensure all medical-related electronic records are saved and up-to-date in CTY's medical database, and delete all downloaded records from the health office computer(s).
- Depart the site with the permission of the site director, program manager, or assistant program manager and no earlier than the date indicated on your employment agreement.
- By **September 1**, in cooperation with other health staff, submit a written report on the health care at the site to the site program manager or assistant program manager. Training materials will include a complete list of items to cover in your site report.
- Provide the program manager or assistant program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year.

Sample Daily Schedule

Here's what a day in the life of a Health Assistant (HA) looks like. Exact schedules will vary from site to site.

RESIDENTIAL SITES

*Health Assistants work in shifts so this would be the shift based on the HA who does the first half of the day today. Generally, health staff rotate through days of the week, so they are on early shift one day and late shift the next. Health staff also rotate on-call shifts, including overnight.

Morning

- Arrive to the office before breakfast to distribute and record morning medications
- Complete paperwork
- Inventory supplies
- Clinic visits
- Make phone calls

Afternoon

- Distribute lunch medications
- Clinic visits
- Take students to medical appointments
- Shift to out-of-the-office or on-call mid-afternoon

Evening

- Dinner
- Overnight on-call rotation

Weekends

- Health office coverage looks similar on weekends