2016 GEAR UP Summer Leadership Academy (GUSLA) Health Coordinator Role & Responsibilities

The GUSLA Health Coordinator (HC), under the supervision of the GUSLA Director, is responsible for collaborating with other GUSLA staff to ensure the health and safety of all student participants. The HC lives in the dorm, and is responsible for reviewing students’ medical information as provided in their applications, administering prescription medications on set schedule and attending to any medical conditions of students while they are on campus. The HC is also available to evaluate any medical needs / emergencies that arise, and make recommendations for treatment.

Program Dates
June 10 – 12, 2016 (Preparation, Set Up & Staff Orientation)
June 12 – 17, 2016 (Student Days)

Work Schedule
• Friday, June 10, 2016 – noon to 5 p.m.
• Saturday, June 11, 2016 – 8 a.m. to 5 p.m.
• Sunday, June 12, 2016 – 8 a.m. to 10 p.m.
  ➢ 10:00 pm – 6:30 am – On Call (in Residence Hall)*
• Monday – Thursday, June 13 – 16, 2016 - 6:30am – 10:00pm
  ➢ 10:00 pm – 6:30 am – On Call (in Residence Hall)*
• Friday, June 17, 2016 - 6:30am – 5:00pm
*position is always on call for emergencies while students are in attendance

Please see attached student schedule and HC schedule for more detail.

Specific responsibilities
• as listed on the attached HC Schedule

Additional Expectations
• Adhere to the GUSLA Standards of Staff Conduct
• Contribute positively to the GUSLA community
• Ensure students’ physical and emotional safety
• Uphold and enforce Program rules

Qualifications
Education and Experience
• Possession of a current license to practice professional nursing or certified Emergency Medical Technician (EMT) in Arizona.
• At least one year of experience as a professional registered nurse and/or EMT.
• A bachelor’s degree is preferred. If a candidate does not have a BS degree, he/she must be matriculating in a program to gain a bachelor’s degree. The degree can be in nursing or a related field.
• Experience working with adolescents is preferred but not required.

Skills and Abilities
• Highly organized, mature, and responsible
• Able to create and organize medical records/forms
• Proficient with Microsoft Office Excel
• Able to enforce rules
• Able to work effectively and positively in a team atmosphere
Pay
$950. Stipend paid when all services and job responsibilities have been completed.

Application Process
Candidates may fax or scan and email their application.
- By fax: (602) 776-4619, Attention John Acedo, GUSLA Director
- By email to: john.acedo@nau.edu

Selection Timeline
- **January 4-15** Prior Year staff contacted/recruited
- **January 30** Returning Staff application deadline
- **Jan 15- Feb 12** Returning staff applications processed
- **February 15** Returning staff offered positions
- **February 29** Deadline for returning staff to submit signed offer letter, Independent Contractor Form, Stipend Form, and Background Authorization Form
- **March 1-15** Recruiting for new staff, if needed
- **March 15-30** New recruits interviewed
- **April 2** New recruits notified of selection/non-selection
- **April 15** Deadline for new staff, if selected, to submit signed offer letter, Independent Contractor Form, Stipend Form, and Background Authorization Form