

Yale Young Global Scholars Program

Health Assistant

Work Site: Branford and Saybrook Colleges - New Haven, CT.

Duration: Seasonal - Summer

Work Schedule: Full-time – Health Assistants are expected to be either on-shift in the YYGS Health Office or on-call in case of medical emergencies throughout the duration of the program. A rotating schedule will be established by the Health Administrator. Health Assistants should expect more responsibilities during student free time and meals, and hours may include early mornings, afternoons, nights, and weekends.

Job Description:

Yale Young Global Scholars (YYGS) runs two-week, high school academic enrichment and leadership development programs for students from around the world. This year, six unique sessions will be offered, with two sessions running concurrently on the following dates:

- **June 19 – July 2, 2017:** Frontiers of Math & Science and Social Development & Entrepreneurship.
- **July 9 – July 22, 2017:** Applied Science & Engineering and International Affairs & Security
- **July 27 – August 9, 2017:** Biological & Biomedical Science and Politics, Law & Economics

Approximately 450 students and 75 staff members will be attending YYGS in each two-week period. Under the direct supervision of the Health Administrator, Health Assistants are responsible for managing the overall health and wellness of YYGS participants and staff during the program.

Health Assistants triage illnesses and injuries of YYGS participants and staff, maintain accurate health records, and manage the YYGS Health Office. Due to the nature of this program, Health Assistants may also be asked to help perform other duties as assigned by the Health Administrator.

Duties and Responsibilities

- Manage the Health Administration Office, especially during walk-in hours. Ensure a safe and clean environment for all YYGS participants and staff.
- Manage student medications to ensure that participants are taking the appropriate medications throughout the program.
- Perform nursing assistant tasks such as recording temperature, blood pressure, respiratory rate, pulse, and food and fluid intake and output as necessary.

- Triage any illnesses or injuries as they arise. If participants or staff members need to seek further medical care, arrange for them to be seen at Yale Health or Yale-New Haven Hospital; this may include escorting the patient and remaining with them as necessary.
- Record student medical information into the electronic health record accurately and efficiently. Report any serious conditions to the Health Administrator and keep the Health Administrator informed on the status of patient care.
- Manage accommodations for student needs as necessary, such as fasting for Ramadan.
- Design and lead activities for students during free time related to health and wellness.
- Follow the precautions of infectious diseases to prevent the overall spread of organisms.
- Follow assigned policies, procedures and restraints, and maintain strict confidentiality at all times.
- Perform additional duties as assigned by the leadership team.

Skills and Specifications

- Responds appropriately in stressful situations.
- Communicates with others effectively.
- Is detail-oriented.
- Is comfortable working with secondary school-aged children (ages 15-17).
- Demonstrates flexibility and willingness to help run the program as part of a team.
- Is able to perform basic health care tasks such as recording temperature, blood pressure, respiratory rate, pulse, and food and fluid intake and output.
- Adheres to the appropriate health care procedures and policies.
- Is willing and able to live on campus when the program is in session
- Available for occasional coordination meetings in Spring 2017 and available to begin working full-time from June 14—August 9

Education and Qualifications

- Interest in health care education.
- Preferred: Current Yale student pursuing a degree in the medical field (nursing, population health, medicine)
- Preferred: State approved Certified Nursing Assistant certification or enrolled in the course.

***Health Assistants are required to live on campus while the program is in session. Housing and meals during sessions are provided at no cost.**

Hours 40 + hours per week

Compensation \$4500 - \$6000 for duration of employment (June 14-August 11), depending on experience.

Job Level Student Worker

Time Frame Summer

Work Location Branford and Saybrook College