Yale Young Global Scholars Program

Health Administrator

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

Duration: Seasonal - Summer

Work Schedule: Full-time – The Health Administrator should expect more responsibilities during student free time and meals, and hours may include early mornings, afternoons, nights, and weekends. The Health Administrator is expected to be on-call 24/7 in case of emergencies throughout the duration of the program.

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 Director of Residential Life, the Health Administrator is responsible for ensuring the overall health and wellness of YYGS participants and staff during the program. The Health Administrator manages a team of 3 Health Assistants to triage illnesses and injuries of YYGS participants and staff, maintain accurate health records, coordinate occasional wellness activities for participants and staff, and manage the YYGS Health Office.

The Health Administrator oversees the daily operations of the YYGS Health Office, is responsible for handling medical emergencies, and serves as the primary liaison for communicating YYGS health-related issues to the Director of Residential Life and YYGS Leadership Team. The Health Administrator is also responsible for developing standards of patient care, population health reporting tools, and medication management processes that are consistently and continuously met. Due to the nature of this program, the Health Administrator may also be asked to help perform other duties as assigned by the Director of Residential Life.

Duties and Responsibilities

- Provide daily supervision and guidance to the Health Assistants and ensure appropriate staffing. Create and enforce a rotating shift schedule for the Health Assistants that best fits the needs of the YYGS community.
• Facilitate and foster a general healthy environment through targeted communication about health concerns, weather/environmental-related issues, and other physical and mental health related recommendations or warnings that may affect the health of the YYGS population.

• Assume responsibility for following-up with patients and communicating individual health concerns/issues/outcomes with parents, especially issues that require clinical decisions; provide care and treatment to patients per clinician’s order and standing orders (CDC, ACIP, AAAAI and Yale Health standing orders).

• Identify gaps in reporting mechanisms and conduct health education as needed to ensure patient adheres to prescribed care and treatment plan.

• Ensure proper documentation of patient encounters via electronic entries through CampDoc.

• Work with clinical partners at Yale Health and Yale-New Haven Hospital regarding triage and clinical care decisions, with heavy emphasis on overseeing the general health and well-being of the YYGS population.

• Anticipate population care needs based on health information submitted on CampDoc in advance of the session and prepare for any unique circumstances (disability, severe allergies, etc.).

• Facilitate transportation and/or provide escort services to Yale Health and/or Yale-New Haven Hospital for participants needing further medical attention.

• Ensure that participants are taking appropriate medications throughout the program.

• Maintain adequate first-aid and appropriate infirmary supplies.

• Perform other related functions at the direction of the Director of Residential Life

**Skills and Specifications**

• Has excellent communication and interpersonal skills

• Has experience in effectively managing a team

• Is comfortable working with secondary school-aged children (ages 15-17)

• Demonstrates superior organizational skills

• Responds appropriately in stressful situations

• Demonstrates flexibility and willingness to help run the program

• 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 12—August 9

**Experience and Training**

• RN with current CT license having graduated from an accredited School of Nursing
• Experience with clinical triage
• Preferred: Experience working with teen-age population in an emergency or primary care setting
• Preferred: Supervisory experience
• Preferred: Experience with clinical healthcare documentation systems.

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

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<tr>
<th>Hours</th>
<th>40 + hours per week</th>
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<tr>
<td><strong>Compensation</strong></td>
<td>$9,000—$10,500 for duration of employment (June 12-August 11, 2017), depending on experience.</td>
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<tr>
<td>Job Level</td>
<td>Student Worker, Professional Worker</td>
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<td>Time Frame</td>
<td>Summer</td>
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<td>Work Location</td>
<td>Branford and Saybrook College</td>
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