

**ARIZONA GEAR UP**

**15451 N. 28th Avenue Suite 216**

**Phoenix, AZ 85053**

**Phone: 602.776.4616**

**Fax: 602.776.4619**

**2017 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 9 – 11, 2017 (Preparation, Set Up & Staff Orientation)

June 11 – 16, 2017 (Student Days)

# Work Schedule

* **Friday, June 9, 2017** – noon to 5 p.m.
* **Saturday, June 10, 2017** – 8 a.m. to 5 p.m.
* **Sunday, June 11, 2017** – 8 a.m. to 10 p.m.
* 10:00 pm – 6:30 am – On Call (in Residence Hall)\*
* **Monday – Thursday, June 12 – 15, 2017 -** 6:30am – 10:00pm
* 10:00 pm – 6:30 am – On Call (in Residence Hall)\*
* **Friday, June 16, 2017** - 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, certified Emergency Medical Technician (EMT) or Certified Nursing Assistant (CNA) in Arizona.
* At least one year of experience as a professional registered nurse, EMT and/or CNA.
* A bachelor’s degree in nursing or a related field is preferred.
* 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 9-16** Prior Year staff contacted/recruited

**January 30** Returning Staff application deadline

**Jan 16- Feb 12** Returning staff applications processed

**February 17** 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