



## Open Position Posting

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### **Organization Description:**

Founded in 1988 by Paul Newman, The Hole in the Wall Gang Camp provides “a different kind of healing” to more than 20,000 seriously ill children and family members annually - all completely free of charge. For many of these children and families, Hole in the Wall provides multiple Camp experiences throughout the year at the facility in Ashford, Conn., in more than 40 hospitals and clinics, directly in camper homes and communities, and through other outreach activities across the Northeast and mid-Atlantic.

### **Position Title:**

Staff Nurse

### **Work Schedule:**

Part-time

20 hours: September 1 through April 30

32 hours (May 1 through August 31).

### **Location:**

Ashford – Hybrid

On-site during programming w/remote time possible outside of program time

### **Position Description:**

The role of the Staff Nurse is to support the administrative and clinical functions of the Medical Team through collaborative work with a variety of departments, to include the admissions and program teams. The Staff Nurse will at all times model our culture of Safety, Respect, and Love.

### **Our Staff Nurse can expect to...**

- Serve as primary reviewer and point of contact for staff and volunteer medical requirements/forms for staff and volunteer program participation. Providing support and stewardship through the process.
- Maintain and update staff and volunteer medical forms, database record keeping, automation, email templates, and any related supplement forms/functionality. Troubleshoot and work with database administrator(s) as necessary.
- Monitor incoming medical form responses, identifying and troubleshooting processing errors, and checking against current policies and requirements.
- Work to enforce medical form requirements by proactively communicating missing data and/or documentation to Volunteer Department personnel and to relevant staff and volunteers. Assist with the fulfillment of requirements whenever possible.

- Complete annual review & updates of Salesforce-based participant application processes to include review of collected medical information for Family Weekends, Summer Programming & other programs, as directed.
- Serve as primary reviewer of camper & family weekend applications. Collaborating with Admissions and Medical Teams to ensure eligibility, planning for care & all requirements for safe participation are met.
- Serve as resource for Admissions Team related to any questions on applications camper selection, eligibility or placement.
- Update, maintain and assure accuracy of medical information in Salesforce/EMR.
- Complete monthly equipment checks and required calibration, as needed. Prepare and distribute medical equipment and supplies to program areas and cabins on & off season (first aid kits, AEDs, Hero's Journey Med Shed).
- Ensure the Infirmary meets all applicable regulations and standards of the State of Connecticut Dept of Health, OSHA and the American Camping Association (for example, record keeping of campers and staff, biomedical waste disposal etc.)
- Identify, prepare and support volunteer-based projects within the Infirmary environment through collaboration with Medical and Volunteer team members.
- Serve as Medical Leadership for on-site programming as assigned (Family Weekend Programs, Gala, Bandit Round-Up etc). Provide direct clinical and administrative support for seasonal medical staff and volunteers.
- Complete camper unit/cabin/ML assignments for summer sessions. Assemble documentation to ensure medical team, medical volunteers, dietary, kitchen & program teams have necessary medical information on all program participants.
- Assist in planning and conducting staff, volunteer (medical & non-medical) and parent orientation sessions virtually and in-person.
- Prepare, distribute, and administer scheduled medications to campers, staff and volunteers include PO, IM, SQ & IV routes. Provide direct care as needed within scope of practice and as ordered.
- Serve as a resource and role model for all staff & volunteers (medical & non-medical) by answering questions & supporting programmatic needs.
- Engage with campers, caregivers/parents, providers, and nurses regarding camper health and wellness in preparation for and during program participation.
- Schedule & obtain lab studies, arrange for transportation of specimens to appropriate laboratory and follow up on results.
- Complete check-ins at all program areas to ensure safety & support of program staff.
- Coordinate transport of camper to other medical facility, as needed and ordered.
- Maintain all medical supplies & formulary, to include purchasing & ensuring adequate inventory, inventory reconciliation & identification of needed supplies. Contact vendors for supply pickup/delivery,
- Participate in the development of medical policies, procedures and delivery systems for campers and camp staff.

### **Our Staff Nurse should have...**

- Bachelor of Science in Nursing
- Active State of Connecticut Registered Nursing License
- Certification in Pediatric Advanced Life Support (PALS) and CPR
- 2+ years of clinical nursing experience

- The ability to establish positive relationships with a variety of people in multicultural environments.
- Clear and concise interpersonal communication skills; written and verbal communication skills to diverse internal/external stakeholders, including reports, written communications, and presentations to key audiences.
- An ability to multi-task and prioritize workday/projects independently.
- A familiarity with key software and database resources (e.g. Microsoft Office, Salesforce, FormAssembly, etc.) and adaptable digital skills.
- Clinical proficiency with medical & nursing care procedures, equipment & protocols implemented at Camp.
- Strong organizational and time management skills.
- This position is part time (20 hours: September 1 through April 30) & 32 hours (May 1 through August 31).
- A willingness and ability to work in-person/on-site while programming is in session with some remote work options when programming is not scheduled.
- A willingness and ability to work weekends and evenings as required.
- A willingness and ability to be residential during assigned weekend programming.
- A willingness and ability to operate computer for extended periods with appropriate breaks.
- A valid Driver's license and driving record which meets THITWG insurance carrier requirements.
- Full vaccination against COVID-19, plus booster that meets current medical requirements.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the provided link. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.