Health Care Coordinator

During the summer, Office of High School Programs hosts over 400 highly motivated and talented teens from around the world that participate in experiential education programs at Brandeis University. More information about the programs can be found on our website: www.brandeis.edu/highschool

The Health Care Coordinator works with the Director of the Office of High School Programs, program directors, and the administrative team coordinate health and well-being of teen participants and support summer programs.

Flexible start date of early May/June 2016 through August 12, 2016. The job is residential at Brandeis University June 25-August 2, 2016. Candidates must be able to work various hours including Sundays and Holidays (July 4th).

Responsibilities will include, but are not limited to:

● Reviewing health forms, flagging issues, and contacting parents for more information
● Bringing participants to off-campus medical facilities and assisting them as they are tended to
● Consulting with other summer staff and program directors to discuss any health or well-being issues
● Updating the parents of participants on the health of their children and the care being rendered
● Logging health-related events in the appropriate information system
● Distribution of medications at meal times or other appointed times
● Providing logistic and tactical support to the administrative team

Qualifications

● 1-2 years experience in a residential setting such as camp or other summer programs;

● This position does NOT require any sort of medical knowledge or skills;

● Organized, self-motivated, strong communication skills;

● Must have a valid driver’s license and be at least 21 years old.