

POSITION DESCRIPTION

Position:	Certified Nursing Assistant
Department:	Infirmary
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Nurse Supervisor
Desired Availability:	May 20 – August 22

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Nursing Assistant will provide outstanding medical care to patients under the supervision of the Infirmary nurse staff and within the state guidelines of a nurse assistant or medical technician. Continue developing your experience on your path to certification in a unique and fast-paced medical environment. The Nursing Assistant reports to the Nurse Supervisor who is responsible to the Infirmary Manager.

Primary Duties & Responsibilities

- Provides medical care and treatment to Philmont Infirmary patients within the recognized bounds of licensure and as directed by the Nurse Supervisor or Infirmary Physician
- Ensures appropriate attention is provided to the health, safety, and welfare of all Philmont Infirmary patients
- Adhere to Patient Rights as outlined by the New Mexico Department of Health
- Assist the nursing staff, medical students, and physicians in providing in-patient care and treatment as needed, including, but not limited to:
 - Taking and recording vital signs
 - Observing patient conditions, food and liquid intake, and other behavior
 - Reporting patient changes to supervisor
 - Managing/maintaining patient records
- Learn and use the Infirmary medical record keeping process
- Assist with medical recheck of both staff and participants

- Assist with the operation of the pharmacy and managing medical supplies inventory in accordance with the Philmont formulary and the approved inventory
 - Works within the guidelines of the Philmont purchasing policy to order supplies
- Maintain a safe and clean working environment for patients and coworkers
- Contribute to the environment of continuing education by attending additional training sessions provided by fellow Infirmiry staff members and suggesting training session topics
- Assist Medical Services Staff in preparing backcountry camp first aid kits, program first aid kits, and hasty bags at the beginning of the season
 - Assist with restocking inventory and storing at the end of the season as requested
- Set an outstanding example to all Infirmiry personnel in attitude, appearance, demeanor, and professional standards
- Demonstrates a sincere interest in providing an outstanding wilderness experience to all Philmont participants
- Regularly communicate with Nursing staff to ensure that the mission of the Philmont Scout Ranch Infirmiry is fulfilled
- Makes recommendations to improve Infirmiry operations
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be certified in Basic Life Support CPR
- Prior work or educational experience in clinical and patient medical care preferred
- Previous Philmont experience preferred
- Professional training such as Certified Nursing Assistant (CNA), Medical Assistant (MA), or Emergency Medical Technician (EMT) desired
- Possess a working knowledge of Microsoft Access and Excel
- Ability to prioritize a wide variety of tasks, make decisions, cope with stressful situations, meet tight timeframes, adjust to unexpected or unscheduled demands, and revise work accordingly
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you've been hired. <http://newmexico.foodhandlerclasses.com> Click on the link to begin the training

Physical Requirements & Work Environment

- Be able to work in strenuous environments including workdays of 12+ hours
- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting, or crouching

Additional Information

Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex,

national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 7/9/2022