

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in a dozen areas along the east coast and in San Francisco. For more than six decades, FOCUS has given independent school students in grades 6-12 the opportunity to explore traditional Christian faith and values in a forum that is fun, intellectually stimulating, and non-coercive. During the school year, FOCUS pursues this goal through area-based activities and discipleship, both one-on-one and in small groups. From May through August, we offer a variety of Summer Programs, most of which take place at our Martha's Vineyard Study Center.

Position Description

The Summer Programs Nurse reports to the Facilities Managers and is responsible for managing all medical care at the Study Center, overseeing the infirmary, and for being ministry minded as s/he serves.

Overseeing the Infirmary

- Administer all intake:
 - Review medical forms.
 - Highlight critical conditions.
 - Coordinate with Program Directors.
- Interface with parents as necessary.
- Maintain the infirmary space and supplies and reorder inventory as needed.
- Review, evaluate, and recommend infirmary document retention policies and practices.
- Review, evaluate, and recommend improvements to current infirmary policies and practices.
- Train and supervise infirmary assistants.

Medical Care

- Oversee administration of student medications.
- Be on call for incidents as they occur.
- Provide follow-up care with any cases on property.
- Submit health related incident reports within twenty-four hours (as necessary).

Ministry

- Attend Department Head Summer Staff evening meetings weekly.
- Attend kitchen volunteer devotions after lunch (optional).
- Be available for administrative and ministry needs as necessary at the discretion of the Facilities Managers.
- Support summer programs as needed.

Position Requirements

The ideal candidate will have:

- A heart for the Gospel and must sign and abide by the FOCUS Statement of Faith.
- An understanding of FOCUS programs and a desire to work and serve in the infirmary.

- The capability to manage and train the infirmity assistants for each program.
- Registered Nurse's license valid in Massachusetts. Licensed Practical Nurses may also apply.
- The availability to live on Martha's Vineyard for the summer (June 5 – August 20). If scheduling allows, there may be opportunities to arrive earlier and/or stay later.

Position Compensation

FOCUS will provide:

- Room and board.
- Competitive salary.
- Time off each week (from a six-day work week).
- Four days PTO (paid time off) for the summer. These must be used during the summer and will not be paid out at the end of the summer.