

Nursing Assistant

Competitive Salary + [Full-Time County Benefits](#)

Olde Towne Medical Center seeks an individual to perform responsible work providing assistance to staff and patients in a primary care medical center.

Responsibilities: Assist doctors and/or nurse practitioners with exams and prepare patients for exams; take anthropometric measurements: height, weight, head circumference, and records; take and record vital signs including blood pressure, pulse, respiration, and temperature. Administer routine vision, hearing, and laboratory tests such as quick strep, blood sugar, urine dips, urine pregnancy, Hgb/Hct finger stick; collect and prepare lab specimens such as urine, stool, and throat cultures; administer treatment according to Nurse Practitioner and Physician orders. Perform general clinical office work pulling files and filing lab slips, as required; keep rooms clean and stocked with supplies; sterilize equipment; take inventory of supplies and order supplies or advise Administrative Secretary when replacements are needed.

Requirements: Any combination of education and experience equivalent to a high school diploma; some experience in a clinic or physician's office preferred. Must possess Commonwealth of Virginia Certification to practice as a Certified Medical Assistant. Must possess or be able to obtain within six (6) weeks of hire, certification in Cardio Pulmonary Resuscitation (CPR) certification. Familiarity with in-house lab procedures and ability to successfully perform venipuncture on patients of all ages. General knowledge of medical clinic operational practices and procedures. Skill in use of computer software, especially Microsoft Office Suite. Ability to work independently, and as a team member under pressure in a fast-paced clinic setting; establish and maintain effective working relationships with physicians, nurse practitioners, other co-workers, volunteers, and the public; work effectively with persons of various multicultural and socioeconomic and educational backgrounds; effectively communicate both orally and in writing.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>

Recreation Leader (Child Care)

\$9.55 / hour; part-time temporary positions available (up to 28 hours / week)

James City County Parks & Recreation is seeking enthusiastic individuals with high energy and ability to work in a team environment to help plan, lead and coordinate recreational activities such as games, sports, arts, crafts and for children (ages 3 months to 11 years old) at James City County Recreation Center. This position is scheduled for morning hours from 9:00 am - 12:00 pm.

Responsibilities: Assist with and plan a variety of engaging daily recreational activities. Ensure a safe environment for children. Assist with behavior management and record keeping. Establish and maintain rapport with participants, parents, and staff.

Requirements: Any combination of education and experience equivalent to a high school diploma. Some knowledge of child growth/development, safety and health practices and experience working with children in a recreational, educational or state licensed day care program setting is preferred. Must possess and maintain, or be able to obtain within 6 months of hire, CPR certification from the American Red Cross.

Accepting applications until 07/30/2017. Only online applications to our website will be considered.
To apply, please visit the James City County Career Center at
<http://www.jobs.jamescitycountyva.gov>

Customer Assistant

\$11.87 / hour; Part-Time Temporary Positions Available (up to 28 hours / week)

James City County Parks & Recreation seeking individuals with outstanding customer service to assist visitors of the James City County Recreation Center. Position includes nights, weekends, and holidays.

Responsibilities: Assist in a variety of customer service functions including, but not limited to, greeting patrons as they enter the facility; issuing visitor's passes; collecting fees; answering telephones; providing Center and class information and ensuring proper registration. Ensures Center rules and safety standards are followed. Prepares, maintains, and submit accurate count and records of money for current and next shift. Assist in training new staff. Sweep and mop lobby area and locker rooms as necessary.

Requirements: Any combination of education equivalent to a high school diploma. Must possess and maintain, or be able to obtain within six months of hire, CPR certification from the American Red Cross. Some work experience in assisting the public, general record keeping, and handling money.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>