

STL JA Wellness Center Pediatric Nurse Practitioner

You are responsible for conducting wellness exams and distributing healthy habits information. You are also responsible for going to the Print Shop to pick up printed materials for your business. Assist each customer in a friendly and courteous manner.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business until the Opening Town Meeting to help with business start-up. You may leave to get printed materials from the Print Shop. Ask the CFO to tell you when he/she is ready for you to get the materials.
2. Attend the meeting with the adult volunteer and other employees of the STL JA Wellness Center as you learn how to operate the scale and fulfill your responsibilities.

DURING FIRST WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.

1. Collect the completed **clipboard** from the client. Invite the parent to have the child's height, weight, and head measurement checked. Complete a **Health Assessment** form for each child and go over the **STL JA Wellness Center Health Assessment Survey** with the client stressing good health habits.
2. When finished, give the Assessment Form and Survey to the client. Each client will leave with one treat.
3. **During the first Yellow Break**, take the business pet to Purina for a wellness checkup.

As payments are returned through the mail, use the **CEO Payment Checklist** to record the payment checks received from the each business. As you receive the payments, give the checks to your CFO to deposit at the Bank. If you are not receiving payments through the mail go see the Mail Carrier at the Warehouse and ask if there is any mail for STL JA Wellness Center.

4. Go to the Print Shop as needed to pick up printed materials. If you are busy the Receptionist or CEO can help.

OTHER TASKS TO BE COMPLETED DURING THE DAY

1. If payment checks have not been received from a business by the second work/break rotation, go to that business's CFO and ask if the payment has been mailed. If not, collect the payment and hand carry the check back to the STL JA Wellness Center. Use the **STL JA Wellness Center Payment Checklist** as you continue collecting payment checks until all businesses have paid the wellness fees.
2. When all Center checks have been collected, continue to work with other Wellness Center staff to assist clients as they come in for a wellness exam for their child.
3. Assist in the clean-up of your business at the end of the day. Recycle all used paper into the **blue** recycle bin.
4. Return all babies to the "Day Care" cabinet. Fold and replace blankets in cabinet. Place folded scrub tops on back of chair. Any scrubs left in cabinet should be neatly folded.

Congratulations on a job well done!