

SHAWNEE COUNTY, KANSAS
Position Description
Registered Nurse (Nurse-Family Partnership)

POSITION NUMBER: HA1035, HA1048, HA1049, HA1055

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, the Nurse Family Partnership Nurse home visitor is responsible for providing comprehensive nursing services to women and their families. The nurse home visitor is responsible for maintaining the highest standards in clinical nursing practice and adherence to the Nurse Family Partnership model, as well as policies and procedures of the Shawnee County Health Department. Performs other duties as assigned. This position is supervised by the Nurse-Family Partnership Health Services Team-Leader.

WORK PERFORMED

- 60% Nursing Process.** Provides services according to the Nurse-Family Partnership model of home visitation. Assesses physical, emotional, social, and environmental strengths and risks for the family. Performs health, development and nutrition assessments on pregnant women, infants, and toddlers. Provides support, education, and guidance to the family, and makes appropriate referrals based on findings if needed. Focuses intervention on improved pregnancy outcomes, enhanced child health development, and improved maternal life course development.
- 20% Documentation.** Maintains timely, complete, and accurate documentation in the electronic medical record (EMR) and Nurse Family Partnership data system, including nursing observations, assessments, and interventions. Ensures documentation meets the requirements of Nurse-Family Partnership and various funding partners. Documents and submits data for required reports. Contributes to the data collection for the evidenced-based model.
- 10% Quality Assurance/Team Process.** Participates in all necessary training to ensure understanding of and fidelity to the Nurse-Family Partnership model elements. Participates in quality assurance programs for the continuity and improvement of the Nurse-Family Partnership client services. Participates in Nurse-Family Partnership team meetings, as well as various inter-Department and intra-Department teams, to assure continuity and consistency in service delivery as defined by protocols, procedures, grants and program standards.
- 10% Program Responsibilities.** Adheres to nursing standards of practice and follows Department procedures and protocols as well as local, State and Federal regulations.

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Travel to client’s homes, various community sites and satellite clinic locations as needed to deliver services. Completes accurate program travel reports.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Nursing process.
- Nursing assessment skills.
- Maternal Child Health, Public Health, Behavioral Health Nursing Skills, Home Visitation
- Hierarchy of needs (physical, nutritional, psychosocial, safety, emotional) Federal, State and County laws and regulations which impact the department.

Ability to:

- Establish and maintain therapeutic relationship with clients as well as maintain professional boundaries.
- Establish caseload and maintain retention of clients.
- Work autonomously and actively participate as a team player.
- Utilize reflective practice with team and team leader.
- Use data to inform and improve practice.
- Prepare and maintain documentation, charts, and reports.
- Follow detailed written and oral directions.
- Take initiative and work collaboratively to find solutions.
- Communicate effectively to individuals and groups, both orally and in writing, using the English language.
- Ability to be empathetic, self-aware, and respectful

Skill in:

- Active listening
- Critical Thinking
- Written and verbal communication
- Time Management

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-30 lbs.	X				Twisting			X		Cramped Body Position	X			
Pushing/Pulling	X				Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			

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EYES				Walking		X		Slippery Surfaces		X		
Near Vision			X	Standing		X		Work Above Ground	X			
Far Vision			X	Sitting		X		Work Below Ground	X			
Color Vision			X	Carrying		X		Irregular Surfaces		X		
VOICE				Climbing		X		Moving Objects		X		
Talking			X	Jumping		X		In High Volume Traffic		X		
EARS				Turning		X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X	Lifting-30 lbs.		X				X		

EQUIPMENT USED

Stethoscope	Personal Computer (desktop & portable)	BBP Personal Protective Equipment
Syringes Penlight	Motor Vehicle	Developmental Testing Equipment
Telephone/Cell Phone	Office Equipment	Ophthalmoscope/Otoscope
Printer	Office Furniture	Health Education/Nutrition Teaching Materials
Fax Machine	Blood Pressure Cuff	
Measuring Devices		
Adult/Infant Scales		

MINIMUM QUALIFICATIONS

- License to practice as a Registered Nurse in the State of Kansas.
- CPR Certification.
- Has a working car.
- Valid Driver’s License and able to operate County-owned vehicle (HR-2013-2).
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Bachelor of Science degree from an accredited college or university in Nursing.

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SPECIAL REQUIREMENTS

- Required to complete National Incident Management System (NIMS) 700, Incident Command System (ICS) 100 and 200, and AWR 314 – Medical Countermeasures within six (6) months of employment.
- Required to pass a pre-employment physical and drug screen.
- Required to lift up to thirty (30) pounds.
- If CPR Certification has lapsed, will be required to renew their Certification within 120 days of employment.
- Out-of-state travel is required to obtain basic Nurse-Family Partnership training, and training for certification of competence to perform specific Nurse-Family Partnership evaluations.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 04/05
Revision History: 10/23