Northwest Colorado Health

Nurse Supervisor for Nurse Family Partnership Program

General Statement of Duties:
An exempt position that is responsible for guiding and overseeing the work of the nursing staff in implementing the intervention protocols with women and children enrolled in the Nurse Family Partnership Program.

Supervision Received:
Reports to the Director of Prevention Services

Supervision Exercised:
Directly supervises and manages the registered nurses and data entry position working on the Nurse Family Partnership Program.

Essential Functions:

1. Supervise registered nurses in implementation of Nurse Family Partnership Program.
    - Assist with recruitment and hiring of nurses for program.
    - Participate in training program for new nurses.
    - Conduct weekly case conferences using reflective supervision to augment nurses' knowledge and skill in implementing home visitation guidelines.
    - Monitor nurses' adherence to home visitation guidelines and nurses' timeliness and completeness in maintaining record forms.
    - Provide guidance to nurses in setting measurable objectives for participating women and their families on the basis of established goals. Provide guidance to nurses in resolving problems encountered during home visits.
    - Evaluate nurses' performance regularly according to the personnel handbook.
    - Maintain time reports and other personnel records.
    - Maintain effective working relationships with nurses.

2. Develops and administer the infrastructure for this program.
    - Assist in establishing and revising operations related to program implementation.
    - Interpret rationale for program protocols/operations to nurses as needed.
    - Interpret data from clinical information systems monthly reports, monitoring fidelity to the model.

3. Serve as liaison between the program and collaborating health care agencies collecting and analyzing data to determine the needs of the target population.
    - Interpret purpose of program and operational procedures to staff in collaborating health care agencies as needed in order to assure effective working relationships.
    - Involve designated supervisory personnel in problem solving issues that arise around nurses who working with collaborating county nursing services.
    - Coordinate sharing of information about family concerns identified by nurses with appropriate professionals when nurses are unable to do so directly.
4. Act as a Nurse Home Visitor in compliance with the Nurse Home Visitor job description and program guidelines.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:
Master's Degree in a health related area, business administration, or related field preferred.
Bachelor's Degree in a health related area, business administration, or related field preferred.

Experience:
Five to ten years progressive experience in health care promotion, public education and/or program development.

Requirements:
1. If car is used, must provide proof of adequate insurance coverage totaling at least $300,000 and valid Colorado driver's license.
2. Current CPR certification.
3. Current immunization history, after job offer and before starting job.
4. Current Registered Nurse License with the State of Colorado.

Skills:
1. Supervisory skills.
2. General office skills
3. Psychomotor skills to provide nursing care, including repetitive pinching, grasping, and manipulating (i.e. wound care) as well as ability to take and assess vital signs, when conducting clinics or home visits.
4. Standing, squatting, walking, bending, and maneuvering in clinic setting or homes which are not barrier-free when conducting home visits.

Knowledge:

1. Knowledge of public health programs.
2. Thorough understanding of health care environment.
3. Knowledgeable and skilled in community education, public relations, fund development, grant/proposal writing, and communication principles and practices.

Abilities:

1. Must be able to coordinate health teams to meet communities' needs.
2. Ability to develop and implement long range plans, business and marketing plans; and facilitate day to day operations.
3. Ability to provide a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.

Equipment:

1. Daily use of telephone, computer, copier, and other office equipment.

Working Conditions:

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. May be required to work some evening or weekend hours.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date:
_____