

# ALBANY COUNTY PUBLIC HEALTH

## JOB DESCRIPTION

Job Title: Maternal-Child Health Nurse (County)      Prepared By: Melanie Pearce, BSN, RN County Nurse Manager  
Classification: Full Time      Prepared Date: 05/18/2015  
Department: Public Health      Approved By:  
Reports to: County Nurse Manager      Approved Date:  
Location: Albany County      FLSA Status: Exempt

### JOB SUMMARY

Under general direction performs nursing assessment, diagnosis, treatment, planning, implementation and evaluation to individuals, families and groups, or to the population as a whole. Teaches individuals and groups in health promotion and disease prevention. Participates in Public Health Core Functions: assessment, policy development, assurance and community partnership building. Uses the Core Functions and Essential Services of Public Health in determining priorities and responsibilities.

Basic job function is to provide home visits to women and their families eligible for the Healthy Baby Programs, including the Nurse Family Partnership Program, Best Beginnings and Welcome Home.

### DUTIES & RESPONSIBILITIES

Essential Duties:

<b>Duty 1</b>	<b>% of Time</b>
Provides direct nursing care in the clinic and other settings, through the use of the nursing process, including teaching and counseling patient and family. Provides services primarily to MCH clients and families. Adheres to the fidelity of the NFP and Healthy Baby models of home visitation.	50%
<b>Duty 2</b>	<b>% of Time</b>
Documents nursing care given in a timely manner, according to documentation standards.	20%
<b>Duty 3</b>	<b>% of Time</b>
Plans and conducts health clinics and classes at various sites within the county.	5%
<b>Duty 4</b>	<b>% of Time</b>
Refers clients to other community resources, collaborates with those providers in carrying out client services, and reduces barriers to care for clients.	5%
<b>Duty 5</b>	<b>% of Time</b>
Works with County Manager, PHRC, and state PH Emergency Preparedness team for the planning, training, and implementation of all-hazard response plans, including smallpox and pandemic flu clinics and potential post event follow-up. Is compliant with IS-100, IS-200, IS-700, and IS-800 training requirements.	5%
<b>Duty 6</b>	<b>% of Time</b>
Represents the agency on local/county/state/national boards, committees, or organizations.	5%

<b>Duty 7</b>	<b>% of Time</b>
Assumes oversight of a specific program/service, under the direction of the county nurse manager; makes policy recommendations and assures delivery of the service.	5%
<b>Duty 8</b>	<b>% of Time</b>
Participates in peer review, audits, continuing education, and other evaluations to assure quality of services. Participates in program conference calls, meetings, and workgroups as required.	5%
<b>Other Duties</b>	
Maintains confidentiality and HIPAA standards.	<b>% of Time</b>
Works evenings, nights or weekends when the situation requires it, such as (but not limited to) immunization clinics, emergency response and/or disease outbreaks.	100%
Occasionally encounters dangerous or unsafe conditions in the office or client homes and is always prepared to remove self from the situation.	

EDUCATION, EXPERIENCE, CERTIFICATION, AND TRAINING

- Licensure as a Registered Nurse in Wyoming
- Bachelor’s Degree in Nursing, preferred
- Experience in Public Health, preferred; Maternal Child Health experience, desirable
- 2-4 years of applicable nursing experience
- CPR certified
- Current Driver’s License

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Laws, principles, and practices and techniques of professional nursing
- Maintenance of health records and charts, reports, observations
- Principles of nursing process
- Public health functions and essential services
- Scientific concepts as a basis for decision making
- Evaluation of services and programs, according to standards
- Work management and leadership theory and practice
- Knowledge of federal, state, and local laws pertaining to health care and public health

Ability to:

- Ability to establish and maintain effective, respectful working relationships with other professionals, state and federal agencies, co-workers, non-profit organizations, advisory councils and the general public
- Demonstrate strong computer, writing, and communication skills
- Ability to use mathematical calculations to carry out medication and immunization responsibilities
- Apply knowledge of scientific concepts as a basis for autonomous nursing practice decision making
- Be self-directed, organized, and demonstrate problem solving skills
- Clear a background check through Wyoming Department of Criminal Investigation, Department of Family Services, and the Federal Bureau of Investigation

Necessary Special Requirements:

- Lift/transfer clients to different positions

- Lift/transport medical/client equipment of weights up to 50 pounds, including to offsite clinics and classes
- Restrain clients for treatment
- Climb stairs to patient homes
- Drive long distances throughout the county and/or state
- Use protective equipment and clothing; inoculation may be required to prevent or treat exposures to biohazards
- This position is determined to be an extreme exposure risk to biohazards associated with bloodborne pathogens, HIV/AIDS, hepatitis viruses, airborne transmission of tuberculosis

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Completed required emergency preparedness training, and maintain emergency response proficiency, as outlined by Federal, State and Local guidance. Develop and maintain an individual/family readiness plan. Participate in preparedness exercises as required. During emergency events, respond and assist in accordance with the Lincoln County Emergency Operations Plan and/or as requested by the Incident Commander or Emergency Operations Center.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Nurse Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Albany County Clerk Signature

\_\_\_\_\_  
Date

## ESSENTIALS OF NURSE HOME VISITOR ROLE

The NFP Nurse Home Visitor is responsible for providing comprehensive community health nursing services to women and their families eligible for the NFP Program. The Visitor is responsible for maintaining the highest standards in clinical nursing practice and adherence to the NFP model, and to policies, procedures, guidelines and standards of NFP and of Albany County Public Health.

### CLINICAL EXPECTATIONS:

- Completes all required NFP education
- Successfully achieves reliability with NCAST Feeding and Teaching Scales
- Develops therapeutic relationships with women and their families in a home visiting environment
- Performs home visiting in accordance with the NFP model and guidelines
- Assesses physical, emotional, social and environmental needs of women and their families as they relate to the NFP domains
- Assists women and their families in establishing goals and outcomes
- Provides education, support and referral resources in assisting women and their families in attaining their targeted goals
- Consults and collaborates with other professionals involved in providing services to women and families
- Actively engages in skill building to meet all NFP Nurse Home Visitor competency requirements
- Meets with NFP supervisor weekly for clinical supervision
- Utilizes reflective practice in supervisory sessions
- Schedules joint home visits with NFP supervisor every four months
- Attends and participates in monthly case conferences
- Attends and participates in monthly staff meetings
- Provides information to support staff for timely and accurate data input to the NFP CIS
- Cooperates in review and analysis of the CIS reports for achievements and areas for improvement
- Participates in quality improvement efforts
- Maintains confidentiality
- Documents appropriately

### TEAM EXPECTATIONS:

- Understands, supports, and coaches others in the NFP vision, mission, and model
- Assists in creating a positive work environment that promotes productivity, mentoring, teamwork and cooperation
- Elicits and considers differing viewpoints when analyzing issues
- Recognizes accomplishments of team members

### COMMUNICATION EXPECTATIONS:

- Maintains clear, effective, open, honest communication with both internal and external customers and colleagues
- Creates, maintain and supports a safe environment for open discussion
- Seeks and responds appropriately to feedback

### PROFESSIONAL DEVELOPMENT EXPECTATIONS:

- Accurately assesses own learning needs and develops strategies to meet them
- Motivated to utilize computer for long-distance learning
- Stays informed of current health care developments to provide safe, quality nurses home visiting services
- Establishes and records progress toward annual goals.