

FIRST STEPS KENT
Job Description

Position Title: Welcome Home Baby (WHB) Maternal Child Nurse	Job Grade:
Department: Welcome Home Baby	FLSA Status: Pay Per Visit
Supervisor: WHB Program Manager	Approval Date: August 2013

PART I: DESCRIPTION OF POSITION

Position Summary:

The WHB Maternal-Child Nurse has the responsibility for the physical and psychosocial assessment of mothers and their babies. The Maternal-Child Nurse will provide home visits and follow-up phone calls to WHB clients, as needed. The Maternal-Child Nurse will collect and record client data according to approved procedures. The Maternal-Child Nurse will be responsible for identifying referral needs of the client and family members and assuring that proper follow-up occurs.

Essential Job Duties and Responsibilities:

- Assesses mothers and infants utilizing the nursing process.
- Educates the mother and family members as appropriate regarding infant care, lactation, bonding, health management, safe sleep, and safe environments.
- Conducts a psychosocial risk screen on all families as appropriate and offers a referral to an appropriate provider with the family's permission.
- Verifies well child exam follow-up visit and encourages postpartum appointment with the client.
- Informs the client's physician and other personnel immediately of significant changes in the client or infant's condition.
- Maintains patient confidentiality and provides services in a nonjudgmental way.
- Provides a relationship-centered approach to client care.
- Maintains a strong working knowledge of community resources and appropriate referrals within the early childhood system.
- Promotes the MIHP program with Medicaid clients and in the community and refers clients appropriately.
- Completes thorough and accurate client documentation.
- Turns in required clinical data and other assigned data in a timely manner and according to approved procedures.
- Completes follow-up phone calls to WHB clients as needed.
- Provides lactation support to WHB clients as needed.
- Participates in the quality improvement of the Welcome Home Baby program as requested by the WHB Program Manager.
- Promotes teamwork and good communication among all Welcome Home Baby and First Steps staff and volunteer team members. Collaborates with all First Steps staff.
- Supports the mission, vision, values and key strategies of First Steps and development of collaborative relationships with the organizations that interface with the program.
- Attends WHB meetings, as directed by WHB Program Manager.
- Takes responsibility for own professional growth and development that contributes to an increase in knowledge and strengthened skills.
- Understands the extremely confidential nature of the position and documents relating to the position.
- Other job duties and responsibilities as assigned by the WHB Program Manager.

PART II: SCOPE

Independent Judgment and Consequence of Errors:

- High level of independent thinking and judgment.
- High level of decision making. High level of critical thinking skills.
- High level of flexibility.
- Demonstrates a high level of cultural competency in the delivery of care.
- Demonstrates excellent customer service performance with attitude and actions and with internal and external customers.
- Limited skills in any area could lead to a compromise in the integrity of the program.

PART III: QUALIFICATIONS

Education and/or Experience:

- Licensed as a Registered Nurse in the State of Michigan, current and unrestricted; required.
- Recent postpartum or maternal-infant experience required.
- Home visiting experience required.
- Current unrestricted Michigan Driver's License, automobile insurance, and available automobile; required.
- AHA CPR certification every two years for infants, children, and adults required.
- Bachelor of Science in Nursing preferred.
- Two years of community health preferred.
- Certified Lactation Counselor preferred.
- Bilingual communication skills preferred.
- Ability to establish positive interpersonal relationships.
- Computer Skills: Knowledge of basic computer programs.

PART IV: WORKING CONDITIONS

Physical Demands/Work Environment:

- Employee is regularly required to sit, stand, walk, reach with hands and arms, talk and hear.
- Must be able to use/wear personal protection equipment such as gloves, masks, and use resuscitation devices.
- Must be able to bend and lift and/or move 25 lbs.
- Moderate level of stress caused from tight deadlines.
- Moderate level of mental and/or visual fatigue and/or eyestrain may result from looking at a computer screen for extended periods of time.
- Occasional work outside of normal business hours.
- Daily travel within the community to areas which may not be barrier free.
- Moderate office noise level.

The following additional workplace competencies have been identified and are required by all employees:

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- demonstrate integrity by being accountable for actions, keeping commitments, and speaking honestly and truthfully with others
- demonstrate a continuous improvement work ethic
- demonstrate a commitment to individual and team-based assignments
- demonstrate quality assurance by producing accurate and thorough work
- demonstrate interpersonal skills in dealing with others
- demonstrate valuing the diversity of others' opinions and experiences
- demonstrate sound reasoning and good common sense
- demonstrate the ability to meet and exceed customer expectations
- demonstrate a willingness to develop self, fellow staff members, volunteers, and community
- demonstrate active participation in departmental, team, and full-staff meetings

My signature below indicates I have read and understand this job description and the workplace competences.

Employee Signature

Date

Supervisor Signature

Date

Human Resources Signature

Date