

NORTHAMPTON COUNTY HEALTH DEPARTMENT

NOTIFICATION OF POSITION VACANCY

Department: Northampton County Health Department

Position Title: PHN SUPERVISOR II—NURSE FAMILY PARTNERSHIP

Position Grade: 76

Salary Range: \$50,202.00- \$59,674.00

Posting Date: 12/15/2011

Contact: Cheryl Warren

Deadline for Applying: until filled

See Personnel for detailed job description.

Mail applications to: Northampton County Health Department
P.O. Box 635
Jackson, NC 27845

MUST SUBMIT STATE APPLICATION PD 107



NURSE SUPERVISOR RECRUITMENT LETTER

Nurse Home Visitor Supervisor: Position is open until filled at the Northampton County Health Department.

Northampton County Health Department is pleased to announce an exciting and wonderful career opportunity for a nurse supervisor that has a Master's degree in nursing or equivalent. Imagine a career that is as rewarding as it is challenging, and focuses on the power of personal relationships in delivering proven, effective maternal and infant outcomes.

If this sounds appealing, then Nurse-Family Partnership may be the place to start or continue your career in public health nursing and maternal and child health nursing. Nurse-Family Partnership is an evidence-based, nurse home visitation program that improves the health, well-being, and economic self-sufficiency of low income, expectant, first-time families. This position will be employed by Northampton County Health Department and provides supervision of a team of nurses in Northampton, Edgecombe, Halifax, and Hertford Counties. It is the only community health program informed by three decades of rigorous research with consistent outcomes that improve clients' life course and produce quantifiable benefits to society as a whole. This position offers nurses a high level of autonomy, flexibility, and personal satisfaction.

If transforming lives appeal to you, working as a Nurse-Family Partnership Nurse Home Visitor Supervisor is the career choice for you. Interested candidates should possess the following:

- Master's in Public Health and graduation from a school of professional nursing and one year of professional nursing experience
- Current licensure, in good standing, as a Registered Nurse in the state of North Carolina
- Valid North Carolina driver's license and reliable vehicle
- A passion for working with low income families
- Experience in maternal-child and/or home visiting preferred

If you are interested in joining a team of nurses who are making a profound difference in the lives of vulnerable, first time parents and their children, please contact Sue G. Gay, RN, Health Director for Northampton County Health Department (252)-534-5841.

Applicants should apply at the Employment Security Office, 116 D, West 3rd St., Roanoke Rapids, NC or your local office. All successful candidates will be required to submit to a Substance Abuse Test and a criminal background check. Northampton County is an EOE, hires only U.S. Citizens & lawfully authorized alien workers & complies with ADA requirements.

On Behalf of our Families, Thanks for your interest,

Sue G. Gay, RN
Health Director
Northampton County Health Department

I. A. Primary Purpose of Organizational Unit:

Nurse-Family Partnership (NFP) is an evidence-based, nurse home visiting program that improves the health, well-being and self-sufficiency of low-income, first-time parents and their children. The Nurse-Family Partnership National Service Office, located in Denver, Colorado is a nonprofit organization that provides service to communities in implementing and sustaining this program. Northampton County Health Department will provide guidance and oversight for the NFP Program in Edgecombe, Halifax, Hertford, and Northampton counties.

B. Primary Purpose of Position:

The Public Health Nurse Supervisor II (working title – Nurse Supervisor) is to support and serve the entire NFP team so that they can provide services to clients in the most efficient, effective and meaningful manner. Intrinsic to the Nurse Supervisor role is working within the local community and lead agency structure to assure that the NFP Program is implemented in accordance with established guidelines and contract requirements. The Nurse Supervisor is responsible for using principles of supervision, reflective practice, and staff development, to provide primary support and appropriate oversight to the Nurse Home Visitors, and to build and model a strengths-based, client-centered culture.

C. Work Schedule

The work schedule is 8:30am-5:00pm; Monday-Friday; however, the work schedule must be flexible in order to perform the job. (Ex: evening or weekends may be required to meet family and/or programmatic needs.)

In the event of a disaster or emergency situation (e.g. hurricanes, flood, severe winter storms, widespread damage or human suffering) affecting any community in Northampton County, employee shall perform after hours duties and special assignments as directed by supervisor or by the health director whether or not such duties or assignments are related to the employee's regular duties.

D. Change in Responsibilities or Organizational Relationship:

New position/program being implemented in Northampton County Health Department.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

Administrative Responsibilities

- Oversee the recruitment and hiring of all Nurse Home Visitors and Administrative Data support staff ensuring that they can implement the NFP philosophy and model.
- Ensure that all staff, including Nurse Supervisor, attends all required NFP education sessions as outlined in the pre-training materials.
- Assess and develop strategies to address knowledge and skill needs of Nurse Home Visitors and Administrative Support staff ensuring that they can implement the NFP philosophy and model.
- Provide adequate orientation and study time to remediate gaps in necessary knowledge and skill.
- Assign client caseloads and monitor Nurse Home Visitor's ability to build and manage caseload.
- Provide useful developmental feedback, and confront and resolve issues.
- Build confidence and skill of Nurse Home Visitors.
- Provides supervision and evaluation of Nurse Home Visitors and Administrative Data Support staff and provide feedback to Agency Health Director (or whoever the direct Supervisor of this position is including annual leave, annual review, disciplinary action, etc.).

Budget and Contracts

- Become familiar with and actively participate in the preparation and monitoring of the NFP budget to ensure appropriate use of funds.
- Plan and expend budget to ensure compliance with fidelity to NFP model and contract agreements.
- Understand and actively participate in monitoring NFP contract with the agency.
- Proactive with Local, State, and National issues that may affect sustainability of program.

Community awareness, support and referrals, and referral systems

- Based on Agency policy, actively participate in, chair, or coordinate all NFP community coalition/advisory board meetings.
- Develop and maintain community referral sources for the NFP Program.
- Develop and implement external and internal systems to assure timely receipt and disposition of referrals to and from the NFP.
- Develop and implement strategies for using local print and electronic media to increase awareness of the Nurse Family Partnership program

NFP Infrastructure

- Utilize agency policies and procedures or develop needed policy and procedure to guide implementation.
- Work within Agency and within budget and contract specifications, to ensure that staff have infrastructure needs of space, computers, furniture, phones, etc., in place as quickly as possible.
- Develop and maintain appropriate materials for the community and client.
- Oversee the allocation and design of space for NFP materials to be stored.
- Ensure that all NFP forms and other materials are ordered in a timely manner, organized and available for use by Nurse Home Visitors.
- Develop an adequate budget for appropriate materials, gifts, and incentives for program clients. Order supplies as necessary to maintain inventory.
- Manage organizational structure and systems adequately so that Nurse Home Visitors may stay focused on clients.

Quality Improvement and Evaluation

- Oversee and ensure timely and accurate data input and utilization of the web-based Clinical Information System (CIS) reports and other reports available through NFP.
- Read and interpret CIS reports; shares appropriately with team and partners.
- Ensure implementation of Quality Improvement and strategies.
- Develop methods for ongoing assessment of staff development needs; compare available data to structure appropriate continuing education and guidance of staff.
- Provide routine surveillance of potential patient care incidents.
- Evaluate implementing Agency outcomes and interventions.

Create and Maintain NFP Culture

- Ability to maintain relationship based on trust, support and growth with team colleagues and community members.
- Ensure that supervision of Nurse Home Visitors utilizes principles and concepts of the parallel process and reflective practice (modeling therapeutic relationships, change theory, self efficacy, client-centered, strength based, and solution focused approaches).
- Become familiar and comfortable with principles and concepts of parallel process and reflective practice.

- Develop and implement regular reflective practice supervision within the program and conduct field visits, both with frequency recommended by NFP.
- Ensure that own reflective practice and ongoing professional and personal development needs are addressed.
- Provide regular case conferences and team meetings as recommended by NFP.
- Ensure rewards and incentives are aligned with goals of program.
- Effectively assist Nurse Home Visitors in analyzing complex problems and case situations.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

Supervisor's work and decisions have a significant and direct effect on Nurse Home Visitors and client population served.

2. Consequence of Error:

Inaccuracy could result in adverse outcomes for Nurse Home Visitors, families and other stakeholders.

3. Instructions Provided to Employee:

Provides overall programmatic instructions to all Nurse-Family Partnership staff.

4. Guides, Regulations, Policies and References Used by Employee:

NC Nurse Practice Act, NC Laws and Local ordinances regarding health and safety of children: abuse and neglect, immunizations, confidentiality, medical care to minors, OSHA, communicable disease, environmental health, and Public Health Nursing Standards, Standards of Nursing Care.

5. Supervision Received by Employee:

Determined by Local Entity

6. Variety and Purpose of Personal Contacts:

Contacts include the Local Health Department staff, community agencies and partners, program participants and potential program participants, Nurse-Family Partnership National Service Office staff and other Nurse-Family Partnership Nurse Home Visitors and Supervisors, home visiting staff in North Carolina, funders, etc., to accomplish the coordination and provision of services.

7. Physical Effort:

Physical effort includes but is not limited to carrying supplies, walking, standing, driving, sitting, listening, visual and talking.

8. Work Environment and Conditions:

Work occurs primarily in an office setting however the Nurse Supervisor accompanies the Nurse Home Visitor on joint home visits, and presentations in the community. Relational characteristics and complexities of families and the Nurse-Family Partnership model can contribute to psychological fatigue.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Blood Pressure cuffs, Equipment bag, Stethoscope, Thermometer and disposable sleeves, disposable measuring tape, Pregnancy Calculator, carrier for client charts, computer, cell phone etc.

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Ability to accurately interpret visual cues, utilize psychological and emotional competence to manage and efficiently and effectively implement the Nurse Family Partnership program with fidelity.

11. Safety for Others:

Ensures that Nurse Home Visitors are knowledgeable of safety factors related to hazards of home visiting and discusses safety issues in reflective supervision, during case conferences and team meetings.

12. Dynamics of Work:

Programmatic oversight and management of the Nurse-Family Partnership program with work within the local community and within the Agency structure to assure that the Nurse-Family Partnership is being implemented in accordance with the Nurse-Family Partnership guidelines and the local implementing Agency. BSN minimum requirement with a Masters in a health related field such as Public Health, Health Care Administration or Business Administration.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

B. Required Minimum Training:

Required Education and Experience

Master's in Nursing and three years of Public Health nursing experience (including one year of experience in a supervisory capacity); or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and four years of Public Health nursing experience (including one year of experience in a supervisory capacity); or a Master's in Public Health and graduation from a school of professional nursing and three years of Public Health Nursing experience (including one year of experience in a supervisory capacity); or graduation from a school of professional nursing and five years of professional nursing experience four of which must have been in Public Health (including one year of experience in a supervisory capacity); or an equivalent combination of training and experience

Desired Qualifications for NFP Supervisor Position

Master's in Public Health and graduation from a school of professional nursing and one year of professional nursing experience

Additional Preferences:

- Experience in public/community health, including home visitation
- Provided maternal/child health services, particularly in community setting
- Program management
- Worked with diverse populations, communities, and organizations
- A valid and unrestricted Driver's License

IV. License or Certification Required by Statute or Regulation:

A current unrestricted license to practice as a Registered Nurse in North Carolina by the North Carolina Board of Nursing.