

**GRADE: 12**

**DIVISION: PREVENTIVE HEALTH SERVICES – Children First Program**

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***POSITION SUMMARY:***

Primarily responsible for providing professional nursing services through home visitation to low-income, low-resource, first-time mothers and during the first two years of the child's life. Focusing on low-income women who have had no previous live births, the nurses follow well-developed program protocols designed to improve women's health-related behaviors, parent's care of their children, and parent's own personal development.

***PRINCIPAL DUTIES/RESPONSIBILITIES:***

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary:

***ESSENTIAL JOB FUNCTIONS (90% of Time):***

1. Prepares reports, procedures, protocols, and maintains necessary records of cases assigned and actions taken.
2. Provides and receives professional consultation through monthly large group and small teams meetings and meets weekly with supervisor for reflective consultation.
3. Interviews clients in clients' current dwelling places. Obtains client health history, assesses intra-, inter-, and extra-personal areas of physiological, psychological, socio-cultural, spiritual, and developmental factors affecting client and family; and inspects dwelling place for safe, healthy habitation, and availability of necessary items for healthy living standards.
4. Develops health goals and plans for intervention with clients/families.
5. Educates clients and their families concerning health maintenance and bio-psychosocial problems; and recommends treatment according to accepted protocols.
6. Performs routine physical assessments on clients and follows a visitation schedule that varies over the two and one-half years the family is in the program.
7. Works with families, following a comprehensive program plan that focuses on mother's personal health and personal development, quality of care giving for the infant and toddler, environmental health, preventing unintended subsequent pregnancies, and finding or returning to work.
8. Helps family access and use other areas of the Tulsa Health Department, as well as other community agencies, physicians, and human services they may need and follows up on referrals.
9. Responsible for providing and maintaining educational information pertinent to the program goals.
10. Responsible for electronic documentation of assessments and other required program documentation using a laptop computer. Proficient in MS Office software.
11. Functions in preceptor role to provide education to nursing students.

12. Completes required training in support of duties and responsibilities of this position.
13. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**SECONDARY JOB FUNCTIONS – NON-ESSENTIAL (5% of Time):**

Participates in educational opportunities related to job and updates other staff on information obtained.

**QUALIFICATIONS/SPECIFICATIONS:**

**Education:** Baccalaureate degree in nursing preferred. Associate degree in nursing required.

**Experience:** Two years of experience as a professional nurse preferred.

**Knowledge and Skills:**

- Visual, tactile, auditory, and olfactory skills are required in obtaining biopsychosocial and environmental assessment.
- Computer skills in MS Office.
- Good oral and written communication skills are required to deal continually with the public, and resource and medical providers; obtain health information; and develop confidence with clients.
- Bilingual (English/Spanish) preferred.

**Licenses:**

- Possession of a valid, temporary, or permanent professional nursing license issued by the Oklahoma Board of Nursing required.
- Valid Oklahoma driver's license required.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Frequent contact with other nurses, medical providers, and community resource agency staff to discuss client condition and provide referrals. Must be able to work as a member of a team in a transdisciplinary and interdisciplinary mode.
- Frequent external contact with community programs, schools, and other agencies to gather information to provide client referrals and to coordinate programs.
- Continual contact with clients requiring motivation and collaborative skills.

**PHYSICAL EFFORT:**

- Physical effort is required to lift clients (up to 50 lbs.) during physical examination and move equipment (up to 20 lbs.) in conducting examinations in clients' homes.
- Must be able to climb one to four flights of stairs (2-50 steps) with equipment.
- Must be physically and psychologically able to tolerate multiple noxious fumes, frequent exposure to clients using addictive legal and/or illegal substances (marijuana, cocaine, alcohol, etc.) and presence of animals.

***SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:***

**Direct Supervision** – None.

**Indirect Supervision** – None.

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – Nurse Supervisor, Children First Program.

***WORKING CONDITIONS:***

- Regular exposure to communicable diseases, contaminated body fluids, bad weather, and other potentially hazardous conditions in visits to client homes.
- Must be able to work and record in an area of moderately high noise level, visual distraction and little privacy.

***SPECIAL REQUIREMENTS:***

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must daily access clinic sites and other facilities including client homes; and must be willing to do job-related travel.
- Must have access to reliable personal transportation.

***FLSA Status: Exempt***