

**DANE COUNTY
POSITION DESCRIPTION**

- Vacancy/New Hire
 Audit Request
 PD Update

Date: 1-2016

Position No.

Dept. No. 520

1. **NAME OF EMPLOYEE:**

2. **DEPARTMENT/DIVISION:** Public Health - Madison and Dane County

3. **WORK ADDRESS:** 2300 S. Park Street, Suite 2011 Madison, WI 53713

4. **CLASSIFICATION OF POSITION:** Public Health Nurse

5. **NAME AND CLASS OF FORMER INCUMBENT:** none

6. **NAME/CLASS OF FIRST LINE SUPERVISOR:**
Daniel Stattelmann-Scanlan, PH Supervisor

7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**

8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
 Yes No

9. **SUPERVISION RECEIVED:** General

10. **SUPERVISORY RESPONSIBILITIES:** n/a

11. _____
Employee Signature **Date**

12. _____
Supervisor Signature **Date**

13. _____
ERD Staff Signature **Date**

POSITION SUMMARY:

This Public health Nurse provides Nurse Family Partnership services throughout Dane County. The work includes case management services for first time pregnant women that are identified with risk factors. Families are followed in this program until the child is 2 years old. The goal of NFP is to improve birth outcomes, children's health and development and the parents life course. NFP staff complete core educational sessions required by the Nurse-Family Partnership National Service Office and deliver the intervention with fidelity to the Nurse-Family Partnership model. Nurse home visitors, using professional knowledge, judgment, and skill, apply the Nurse-Family Partnership visit guidelines, individualizing them to the strengths and challenges of each family and apportioning time across defined program domains. Nurse home visitors apply the theoretical framework that underpins the program, emphasizing self-efficacy, human ecology, and attachment theories, through current clinical methods. Nurse home visitors collect data as specified by the Nurse-Family Partnership National Service Office and use Nurse-Family Partnership reports to guide their practice, assess and guide program implementation, enhance program quality, and demonstrate program fidelity.

The PHN provides smoking and alcohol cessation counseling to clients.

This PHN works with a team of staff within the Perinatal program and collaborates with other public health program staff as well as external providers. The PHN maintains expertise in Perinatal Knowledge and participates in program evaluation and improvement.

Actively participate in quality improvement activities to effect positive change in your programs and the Department. Support the Department's culture of Quality Improvement by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.

All PHMDC positions prepare for and respond to public health emergencies as they arise.

FUNCTIONS

FUNCTION A - 85%: Nurse Home Visitor (Case Management)

A 1. Provide home visits to women and their families eligible for the NFP Program.

A 2. Perform home visiting in accordance with the NFP model and guidelines.

A 3. Assess physical, emotional, social and environmental needs of women and their families as they relate to the NFP domains.

A 4. Assist women and their families in establishing goals and outcomes.

A 5. Provide education, support and referral resources in assisting women and their families in attaining their targeted goals.

A 6. Consult and collaborate with other professionals involved in providing services to women and families.

A 7. Formulate nursing diagnosis based on nursing assessment and client goals

A 8. Evaluate client progress toward stated goals and NFP outcomes. Plan home visits in accordance with client goals and NFP outcomes

FUNCTION B- 10% Professional and Clinical development

B 1. Actively engage in professional development to meet all NFP Nurse Home Visitor competency requirements

B 2. Stay informed of current health care developments to provide safe, quality nurse home visiting services. Accurately assesses own learning needs and develops strategies to meet them.

FUNCTION C 5%: Other Duties

C 1: Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.

C2: Actively participate in quality improvement activities to effect positive change in your programs and the Department by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.

C 3: Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.

C 4: Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be healthy. Strategies and activities include but are not limited to health / racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.

C 5: Attend required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements. Know and abide by your program-specific confidentiality policies and procedures that ensure client privacy and electronic health records security. Inform the Privacy Officer of areas that need improvement and do your part to prevent HIPAA violations and to create a culture of confidentiality compliance.

C 6: Other duties as assigned.

POSITION REQUIREMENTS

- **Education:** Minimum of graduation from a baccalaureate-nursing program accredited for public health by the National League of Nursing.
- **Licenses:** Registered Nurse in the State of Wisconsin and valid Wisconsin Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health nursing principles and practice; epidemiology and related biologic, behavioral and social sciences; knowledge of community resources and how to use them; ability to work independently and to assess own practice appropriately; demonstrated excellence of communication and other interpersonal skills; demonstrated ability to effectively work with and to teach individuals, families, groups and the community; demonstrated ability and willingness to learn; demonstrated flexibility in response to change; demonstrated ability to work well with diverse population groups (i.e. people of all ages, cultures, ethnicities, races, learning abilities, etc). Experience in administration of medications, immunizations and venipuncture experience desired. Ability to understand, remember and accurately use detailed medical information and protocols.

Experience in administration of medications, including immunizations is desired. Experience in providing health education to individuals and groups. Ability to understand, remember, and accurately use detailed medical information and protocols. Experience in working with children of all ages, with people from a variety of ethnic and racial groups, and using interpreters.

PHYSICAL DEMANDS: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, pushing, pulling, grasping, reaching and driving. Ability to lift, move and transport a variety of work related materials up to 25 pounds. Able to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed.

WORK ENVIRONMENT: Work occurs at the 2705 East Washington Office and at a variety of public health offices and community-based settings. Ability to travel between locations is required. During the course of the day, work could involve starting at one location and then traveling to other locations. Work requires flexibility to work with diverse populations and communities including people of different cultures, values and beliefs, in rural, urban or suburban settings, and with individuals and groups at different levels of learning and with different learning styles. Flexibility to work with individuals and groups where and when they are available is required. Work related to public health emergencies may require availability 24 hours a day, seven days a week. Working conditions may vary in relation to heat, cold, fatigue, etc. Conferences or seminars may require travel outside of Dane County.