



# FWMEP POSITION DESCRIPTION

Reason for Submitting Position Description:  Existing Position  New Position

Position Title: Nurse Family Partnership Supervisor

Supervisor: Paige Wilkins, HMB Director

Phone: E-mail: [pwilkins@hmbindiana.org](mailto:pwilkins@hmbindiana.org)

### Time Reporting

Full time (.9 – 1.0 FTE)  Part time (< .9 FTE)

FTE: 1.0

Day

Evening

Night

Rotating

### Shift

### Term of Appointment

Academic Year (AY)

Contract Year (CY)

Fiscal Year (FY)

### Education - Indicate the *minimum* education required. (Check one box only).

Equivalent education and experience will apply when determined necessary by Human Resources.

No Minimum Education

HS diploma/GED

Vocational/Technical school

College course work

Associate degree

BA/BS degree

MS degree

Ph.D. degree

Professional degree (specify)

Nursing diploma

### List the course work or degree field(s):

Bachelor's Degree in Nursing required.

### License/Certification - Indicate the *minimum* licensure or certification required. (Check one box only).

Not Applicable (N/A)

Registered Nurse (RN)

Licensed Practical Nurse (LPN)

Certified Nursing Assistant (CNA)

Certified Medical Assistant (CMA)

Nurse Practitioner (NP)

Registered Dietician (RD)

### List the license/certification field(s):

Current RN license (in good standing) and valid driver's license required.

### Experience - Indicate the *minimum* years of experience required. (Check one box only).

No years of experience required  1 yr.

2 yrs.

3 yrs.

4 yrs.

5 yrs.

6+ yrs.

### Describe the type of experience required:

3 years of community nursing or public health experience, 2 years of supervisory experience, previous experience in maternal child health and working with diverse populations, communities and organizations preferred.

### Knowledge, Skills, Abilities - List any knowledge, skills or abilities required or preferred.

- Demonstrates integrity in all situations and interactions; has the ability to develop trusting, collaborative, professional relationships with coworkers, clients, and community collaborators.
- Relates in a culturally sensitive manner to low income clients and those from diverse backgrounds.
- Demonstrates a passion for excellence and a commitment to lifelong learning.
- Able to communicate clearly, concisely, and in a tactful, professional manner.
- Demonstrates initiative, self-motivation, and pro-active behavior.
- Knowledge of community agencies and social service network, ability to work with diverse cultures and a willingness to make home visits.
- Must have superior conflict resolution and/or mediation skills.
- Must have organizational skills; demonstrated ability to manage multiple and diverse clients concurrently.
- Must have strong analytical and problem-solving skills.
- Computer literacy in Microsoft Outlook, Office, and Excel required.
- Able to demonstrate team player abilities while striving for excellence in patient care and resident education.
- Able to communicate effectively and respectfully with all clients and support staff.
- Able to demonstrate an excellent work ethic, and strong organizational and prioritization skills.

- Able to be flexible and adaptable to change.
- Experience and ability to work with a diverse and multicultural community.

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**Position Summary:**

Within Healthier Moms and Babies and reporting to the Director, the Nurse-Family Partnership (NFP) Nurse Supervisor role is to work within the local community and Healthier Moms and Babies structure to assure that the NFP Program is implemented in accordance with established guidelines and contract requirements. Another primary purpose of the NFP Nurse Supervisor is 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.

Nurse-Family Partnership, a maternal and early childhood home visiting program, fosters long-term success for first-time moms, their babies, and society. Nurse-Family Partnership's maternal health program introduces vulnerable first-time parents to caring maternal and child health nurses. This program allows nurses to deliver the support first-time moms need to have a healthy pregnancy, become knowledgeable and responsible parents, and provide their babies with the best possible start in life. For more information go to [www.nursefamilypartnership.org](http://www.nursefamilypartnership.org).

Nurse-Family Partnership is a research-based program that has been demonstrated to significantly improve critical outcomes for at-risk women and their children who receive services in local communities. Beginning with nurse home visits that occur during pregnancy and continue until the child is age two, Nurse Home Visitors provide coaching and support to first-time expectant mothers.

**Responsibilities: Essential**

- Oversees the recruitment and hiring of all nurse home visitors and administrative data support staff ensuring that they can implement the NFP philosophy and model.
- Ensures that all staff, including supervisor, attend all required NFP education sessions as outlined in the orientation materials and your contract with the Nurse-Family Partnership National Service Office.
- Assesses and develops strategies to address knowledge and skill gaps of nurse home visitors and support staff.
- Provides adequate orientation, professional development opportunities and study time to remediate gaps in necessary knowledge and skill.
- Assigns client caseloads and monitor nurse home visitor's ability to build and manage caseload.
- Provides useful developmental feedback, and confronts and develops a plan with staff to address performance and resolve issues.
- Builds confidence and skill of nurse home visitors.
- Provides supervision and evaluation of nurse home visitors and administrative data support staff.
- Assists with fundraising and community activities, as needed.
- Develops and implements external and internal systems to assure timely receipt and disposition of referrals to and from the NFP.
- Utilizes agency policies and procedures or develops needed policy and procedure to guide implementation.
- Ensures that all NFP forms and other materials are ordered in a timely manner, organized and available for use by home visitors.
- Oversees and ensure timely and accurate data input and utilization of the web-based reports and other reports available through NFP.
- Reads and interprets reports; shares appropriately with team and partners.
- Ensures implementation of quality improvement strategies.
- Develops methods for ongoing assessment of staff development needs; compare available data to structure appropriate continuing education and guidance of staff.
- Provides routine surveillance of potential client care incidents.
- Evaluates implementing agency outcomes and interventions.
- Respond to client emergencies, as needed and appropriate.
- Demonstrates or is able to quickly learn the social service delivery system in Allen County.
- Communicates clearly, concisely, and in a tactful, professional manner.
- Shares accurate information about Healthier Moms and Babies.
- Adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty; exhibits commitment and promotes FWMEP's mission, values and vision.
- Takes initiative and responsibility for decisions as an individual and as a staff member of HMB and FWMEP; encourage a positive work environment and experience for co-workers, patients, faculty, physicians, and residents.

- Adhere to all organizational and departmental policies, procedures and practices; maintain proper attendance and punctuality.
- Utilize material, equipment and time in a safe, beneficial and cost-effective manner; organize workload to complete responsibilities in an appropriate and timely manner.
- Participate in in-service training and attend conferences as needed.
- Adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty; exhibits commitment and promotes FWMEP's mission, values and vision.
- Takes initiative and responsibility for decisions as an individual and as a staff member of FWMEP; encourage a positive work environment and experience for co-workers, patients, faculty, physicians, and residents.
- Adhere to all organizational and departmental policies, procedures and practices; maintain proper attendance and punctuality.
- Utilize material, equipment and time in a safe, beneficial and cost-effective manner; organize workload to complete responsibilities in an appropriate and timely manner.

**Physical Requirements:**

Identify below the physical, environmental, and hazardous conditions under which the essential responsibilities of the position are performed. The employee must be able to:

Sitting – frequent	Reaching/twisting - occasional	
Standing – occasional	Bending/kneeling/squatting – occasional	
Walking – occasional	Pushing/pulling – occasional	
Lifting: 0-10 lbs – frequent	26-50 lbs – occasional	100 lbs+ – rarely-never
11-25 lbs – occasional	51-100 lbs – rarely	
Carrying: 0-10 lbs – frequent	11-25 lbs - occasional	26 lbs+ - occasional      50 lbs+ - rarely

\*Rarely is defined as <25 percent of the time

\*\*Occasional is defined as < 50 percent of the time

\*\*\*Frequent is defined as >50 percent of the time occasionally

Sensory abilities specifically required: normal vision, hearing, touch and smell. Taste is not required. Vision required includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Machines, Tools, Electronic Devices and Office Equipment:** List the machines, tools, electronic devices, office equipment or other equipment necessary to perform the job.

1. Computer    2. Phone    3. Fax/Copier    4. Printer    5. Cell Phone

**Environmental and Hazardous Conditions:** Check the boxes that best describe the environmental conditions of the job.

1. Work indoors (% of time 80%)      Work outdoors (% of time 20%)
2. Respiratory Conditions: Involving exposure to:     Fumes/vapors     Dust     Odors     Gases  
 Inadequate ventilation     Other conditions (List) \_\_\_\_\_
3. Skin Conditions: Involving exposure to:     Toxic chemicals     Radiation     Other conditions (List) \_\_\_\_\_
4. Working Conditions: Including use of, or exposure to:  
 Biological and/or chemical agents     Infectious diseases     Use of sharp objects  
 Other conditions (List) \_\_\_\_\_

**APPROVALS**

**Approval to Establish/Modify Position:** As supervisor of this position, I am certifying that this description is an accurate reflection of the primary purpose of the position and that the essential duties and responsibilities listed are those that the employee in this position is expected to perform. It does not limit or modify my responsibility or authority to assign and direct the work of the employee.

\_\_\_\_\_  
**Direct Supervisor Signature - REQUIRED**      Date

\_\_\_\_\_  
**Fiscal Authorization Signature**      Date  
 (i.e. CFO/COO/CEO/Dir. of GME/CPD)- **REQUIRED**

**ACKNOWLEDGMENT**

After carefully reading the position job description which includes the qualifications, responsibilities, physical specifications, etc. please check one of the following statements and acknowledge the receipt of this job description below.

- I am acknowledging that I have received, read, and can fulfill the qualifications, responsibilities and physical requirements of FWMEP's position without requiring accommodations.

I am acknowledging that I have received, read, and can fulfill the qualifications, responsibilities and physical requirements of FWMEP's position with an accomodation. I understand that it is my responsibility to meet with Human Resources regarding my accomodation.

<b>Employee Signature - REQUIRED</b>	Date	<b>Printed Employee Name - REQUIRED</b>
<b>(HR Use Only)</b> HR Reviewed by _____	Comments:	
Supervision Yes <input type="checkbox"/> No <input type="checkbox"/> Salary Range:		
FLSA Exemption: <b>Non-Exempt</b> <input type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> : (Executive <input type="checkbox"/> Administrative <input type="checkbox"/> Computer <input type="checkbox"/> Professional <input type="checkbox"/> )		