

## ROSALIE MANOR COMMUNITY & FAMILY SERVICES

### JOB DESCRIPTION

Original Date:	9/05	Revision Date:	8/2009
Job Title:	Registered Nurse – part time	FLSA Status:	Non Exempt
Department:	Supporting Teen Families	Reports to:	Program Manager
Job Number:		Grade:	

**General Summary:** To provide nursing care, parenting and health education to STF program participants through home visiting and group-based activities.

#### Principal Duties and Responsibilities:

1. Conduct home visits with teen mothers and their identified support persons (which may require some night and weekend hours) to provide skilled nursing care and preventive health measures as needed by participating families.
2. Provide parenting education, child development and health care education to program participants.
3. Instruct program participants on the importance of immunizations and well baby care.
4. Instruct program participants on family planning and refer to appropriate community resources.
5. Conduct 6 week child birth education classes several times per year.
6. Elicit information and assemble relevant facts and use information to develop services for specific participant needs. Assess participant needs and make appropriate referrals when needed and maintain professional level of contact within the resource network.
7. Develop a single care coordinated plan for the family in collaboration with the Family Care Coordinator, teen mother, support person, father of the baby and any other relevant people as identified by the family. Attend family team meetings every 90 days to monitor the progress and update the single care coordinated plan for the family.
8. Administer the Ages and Stages Developmental Screening and the Ages and Stages Social Emotional Screening and other health assessments for program participants and their children.
9. Engage participants in efforts to resolve their own problems and to gain their trust.
10. Discuss sensitive emotional subjects in a non-threatening supportive manner.
11. Create professional relationships with participating families that endure over time.
12. Appropriately handle participant crises, including proper intervention and resolution.
13. Complete notes and case summaries, to add to participant files in an organized and uniform manner as determined by program needs.
14. Complete and submit weekly statistical reports on a timely basis.
15. Enter all necessary information into the program database within 48 hours of each activity.
16. Build and maintain professional working relationships with other team members. Promote and encourage building support teams for families.
17. Provide training to STF workers on health related topics.
18. Attend scheduled team, staff and group meetings for program participants and agency staff.
19. Uphold the NASW Code of Ethics.
20. Consult with Program Manager / Director as needed.
21. Other duties as assigned.

#### Job Specifications:

1. Recipient of a Bachelor's degree in nursing and state registration as a nurse. Experience and/or training in pediatric and community nursing preferred.
2. Must be able to provide current WI license as a Registered Nurse.
3. Ability to work some evenings and weekends as decided by the Program Manager.
4. Ability to work with and relate to the participants in the Program.

5. Possession of a current valid driver's license, a driving record meeting the driver selection standards as established by Rosalie Manor. Must have personal insured and owned vehicle on a daily basis and the ability to conduct off-site visits. Insurance liability limits must be \$100,000 per person and \$300,000 per occurrence
6. Ability, knowledge base and skills necessary to conduct in person home visits and maintain telephone contact with participants.
7. Ability, knowledge base and skills to provide individual guidance in home and agency settings.
8. Knowledge of social and environmental factors affecting participants to be served.
9. Knowledge of the theories of human growth and development and of family and social interaction.
10. Ability to listen to others with understanding and purpose.
11. Ability to function under stress.
12. Ability to deal with conflict situations or contentious personalities.
13. Ability to provide support in emotion-laden or crisis situations.
14. Ability to communicate effectively, oral, and in writing.
15. Ability to work in high risk, low income neighborhoods.
16. Ability to work within the stated mission of Rosalie Manor.
17. Ability to represent the agency to the community in a positive manner.
18. Ability to process information regarding community resources and programs and pass on necessary, requested and recommended information to program participants.
19. Ability to work effectively, independently and in a team work setting.
20. Ability to implement agency specified parenting curriculum.
21. Ability to work with diverse populations

**Working Conditions:**

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for long periods of time, when needed.
- Must be able to stand for long periods of time when needed.
- Must be able to lift 30 pounds.
- Must be able to climb stairs, up to six flights.
- Must be able walk distances up to two blocks.
- Must be able to work in extreme temperatures (hot and cold).

Work environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date