



JOB DESCRIPTION PART-TIME COMMUNITY NURSE

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality.

FLSA Status: Exempt

Part-time employment 20-25 hours per week.

Duties and Responsibilities

This is an advanced professional community health nursing position focused on health assessment, education and coaching/support for a high-risk perinatal population. Work is conducted primarily in the home, telephonically and with occasional community outreach events/activities as needed. Must have flexibility to serve Healthy Start participants during evening and weekend hours, on occasion.

Essential Duties and Responsibilities

- Providing community nursing services, within the appropriate scope based on licensure/certification, to individuals and their families by teaching and demonstrating principles and techniques of healthful living in clinics, schools and homes.
- Assisting with participant risk assessments to identify participants in need of nursing services.
- Providing evidence-based education to Healthy Start participants with a focus on perinatal and infant care, and postpartum risk factors.
- Recognizing and assessing health needs of participants; stressing importance of periodic examinations, continued treatment, early prenatal care, prevention of illness, and giving anticipatory guidance in growth and development.
- Assisting participants in following prescribed health care procedures.
- Assisting participants in securing medical and related services.
- Coordinating health services in hospitals, agencies and the community.
- Working with community groups/organizations on community nursing aspects and programs.
- Evaluating health histories; attaining and maintaining special skills in performing basic physical assessments.
- Making referrals to appropriate agencies based on participant needs.
- Providing participant education on health-related topics in the home and conducting educational programs for staff, students, observers, etc.
- Home visitations and clinical assessments.
- Producing necessary record keeping and charting documentation.
- Providing education to Healthy Start staff on health-related topics.
- Performing other duties relevant to the agency, as assigned.

Qualifications of Position

Graduation from a state approved diploma program in nursing and 2-3 years of nursing experience in a public health agency, or community health setting or any acceptable equivalent combination of experience and training. Possession of a license as a registered nurse or Licensed Practical Nurse as issued by the Pennsylvania State Board of Nurse Examiners is also required. Previous experience with pregnant women is a plus.

Skills and Knowledge Required

- Passion for health equity and the mission of Healthy Start. Passion for health equity and maternal and child health.
- Working knowledge of local and national organizations focused on Black women's health, healthy equity, birth equity and reproductive justice; lived experience is a plus.
- Knowledge of basic principles, practices and techniques of professional nursing.
- Knowledge of principles, practices and objectives of public health/community nursing, their application to specific diseases and their implications of social conditions.
- Knowledge of resources available to participants in need of health services and ability to use them.
- Knowledge of the effects of illness on participants, families, and home environmental conditions.
- Professional demeanor is required as you will interact with persons at all levels within the organization, outside of the organization and community.
- Ability to follow instructions and take direction from management and comply with the boundaries of the establish policy and procedures.
- Ability to teach basic principles of home nursing care.
- Ability to establish and maintain effective working relationships with coworkers, participants and families.
- Ability to delegate tasks and provide guidance to other staff.
- Ability to orient new staff and other personnel to public health/community nursing.
- Ability to keep accurate records and prepare statistical reports.
- Skill in working with community groups and organizations.
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information handled on a daily basis.
- Must possess a valid unrestricted Pennsylvania Driver's License.
- Act 33/34 clearances.

Supervisory Relationship

Work is performed independently under the direction of the Director of Clinical Practice and Home Visiting.

Physical Demands

- The work is performed primarily in the community and participant homes; however, telephonic visits are also being conducted during the pandemic. Once distancing restrictions are lifted by the organization, candidate must possess the ability to work at locales outside of the office environment approximately 90% of the time.
- The other 10% of the work is performed in the office and requires sitting, keying, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast-paced.
- Out of town and overnight travel may also be required on occasion.

Compensation

\$22-\$25 per hour; commensurate with experience. Part-time employment with Healthy Start includes a limited benefits package.

Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.