



Home Visitation Nurse Supervisor

Job Description

Department: Health
Position: Career Service
Grade: 727
Supervisory: Supervisor
Reports to: Bureau Director – Nursing

Summary

Under general direction of the Bureau Director – Nursing assigned to Maternal and Child Health, supervises a home visitation program for first-time mothers. Incumbents provide services beginning early in the pregnancy and continuing through the child's second birthday. Incumbents serving in this classification empower first-time mothers to transform their lives and create better futures for themselves and their babies through an evidence-based program.

Essential Functions

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

1. Coordinate services of assigned program; assign and evaluate work; conduct performance appraisals and provide input for staffing decisions, including hiring, retention, and discipline; provide orientation and education for new nurses to the program; ensure adequate training of staff; assess and develop strategies to address knowledge and skills gaps; provide weekly in-service training; ensure attendance at all required staff meetings and education sessions.
2. Monitor program activities to ensure compliance with national, county, and state regulations and administrative procedures; assist with development and implementation of policies, procedures, and standards, and with overall evaluation of the program.
3. Coordinate services with other programs and with related national, state, and local agencies and/or county departments; coordinate specialty, multi-disciplinary, and multi-agency clinics, as assigned.
4. Perform or assist with all duties within the program as needed to ensure coverage and efficient operations; carry and assign client caseloads; monitor staff availability to build and manage caseloads.
5. Perform nursing assessments and screen clients for various health conditions; maintain related test results, patient charts, and any other patient information, as needed.
6. Coordinate client care with primary and secondary physicians, as needed.
7. Develop and maintain working relationships with clients, families, co-workers, and community partners.

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Effective Date: 9/18/2023
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Supervisor

8. Assist clients with psycho-social needs; refer clients to providers, support groups, and related community services, as needed.
9. Oversee and coordinate nursing student clinical experiences with assigned nurses; coordinate with local universities as needed to ensure nurse to student ratios meet university's needs without overburdening nurses.
10. Coordinate and advocate community education related to home visitation programs; educate and counsel clients in homes, virtually, or in public settings, as needed; teach related health care and program topics in schools, community agencies, physician's offices, and other public or private settings.
11. Participate in the preparation and monitoring of the program budget; monitor program grants and contracts; coordinate with Bureau Director to ensure program requirements are met; order required program materials in a timely manner.
12. Organize and participate in the community advisory board and related meetings; develop and maintain community referral sources; oversee timely and accurate data input related to home visits and other program requirements.
13. Complete applicable assessments, forms, and reports as required by department, grants, contracts, and programs.
14. Communicate all pertinent information to the Executive Director – Health, the Division Director, and/or Bureau Director to ensure program goals are met; assist with needs, as assigned.
15. Coordinate public outreach activities and campaigns related to assigned programs; collaborate with the Program Manager – Public Information, Quality Improvement, and Assessment regarding appropriate statements and responses to the public.
16. Respond to public health emergencies as required by the Department or Division Administration; carry mobile phone or other emergency communication devices during work hours and at all other times when unavailable by phone at home (or ensure responsible staff are available to take emergency calls if unavailable).
17. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.

Knowledge, Skills, and Abilities

- Knowledge of Utah County Rules and Regulations
- Knowledge of program planning, implementation, and evaluation
- Knowledge of nursing theory, assessment, planning, intervention, and evaluation
- Knowledge of Health Department policies and procedures
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in supervisory techniques
- Skilled in written and verbal communication
- Skilled in using basic computer applications or programs
- Skilled in accessing and using electronic medical records

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- Skilled in nursing procedures including emergency first aid, BLS, injections, venipuncture, and use of health screening equipment
- Skilled in teaching and presenting to groups
- Ability to establish and maintain cooperative relationships with clients, physicians, health care providers, community resource providers, and the Utah Department of Health and Human Services
- Ability to interact in a professional manner with people from varied educational, socio-economic, and cultural backgrounds
- Ability to maintain organized and accurate records of clients, cases, and events
- Ability to effectively supervise, train, and evaluate performance

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

Work is typically performed in an environmentally controlled setting such as an office, school, or client's home, but may require daily travel from one work site to another location. Work requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations, including confrontational, emotionally charged, or uncomfortable circumstances. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals, and work often requires the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, tablet, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly communicates via cellular phones. The employee regularly drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in nursing from an accredited college or university.
2. Four (4) years of related registered nurse work experience in public or community health, home visitation, maternal child health, or a related specialty area.

Preferred Education and Experience

1. Preference may be given to applicants with a master's degree in nursing.
2. Preference may be given to applicants with supervisory or lead experience.
3. Preference may be given to candidates who are bilingual in Spanish/English.

Additional Eligibility Qualifications

1. Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state registered nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees.
2. Incumbents must possess Basic Life Support (BLS) and first aid certifications.
3. Incumbents must successfully complete annual training required to maintain licensure and certifications.
4. Applicant must possess a current driver license and obtain a valid State of Utah driver license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall follow UCHD Immunization and TB policy for healthcare workers.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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