



UMATILLA COUNTY
POSITION DESCRIPTION



Department: *UCo Health*
Position Title: *Maternal Child Health Supervisor*

Employee Name: _____

Effective Date: _____

Job Series: Exempt
Union Covered: No

Salary Range: 30
BOLI Exempt: Yes

GENERAL DESCRIPTION OF POSITION

This position is responsible for supervising and implementing home visiting and maternal-child health programs in Umatilla County. This position uses the principles of supervision, reflective practice, and staff development to provide primary support and appropriate oversight to the home visiting nurse programs ensuring a strengths-based, client-centered care.

SUPERVISORY RELATIONSHIPS

Works under the supervision and direction of the Deputy Director of Umatilla County Public Health Department (UCo Health). Exercises supervision over assigned programs and personnel.

PRINCIPAL DUTIES OF POSITION

- I. **Nurse-Family Partnership (NFP)**
 - a. Work within the local community and lead agency structure to assure that the NFP Program is implemented in accordance with established guidelines and contract requirements. (EE)
 - b. Use principles of supervision, reflective practice, and staff development to provide primary support and appropriate oversight to the home visiting nurses, and to build and model a strengths-based, client-centered culture. (EE)
 - c. Oversee the recruitment and hiring of all home visiting nurses and administrative data support staff ensuring that they can implement the NFP philosophy and model. (EE)
 - d. Ensure that all staff, including supervisor, attend all required NFP education sessions as outline in the orientation materials and the contract with the Nurse-Family Partnership National Service Office. (EE)
 - e. Assess and develop strategies to address knowledge and skill gaps of home visiting nurses and support staff. (EE)
 - f. Provide adequate orientation, professional development opportunities and study time to remediate gaps in necessary knowledge and skill. (EE)
 - g. Assign client caseloads and monitor home visiting nurses' abilities to build and manage caseloads. (EE)

- h. Provide useful developmental feedback, and confront and develop a plan with staff to address performance and resolve issues. (EE)
- i. Build confidence and skill of home visit nurses. (EE)
- j. Provide supervision and evaluation of home visit nurses and administrative data support staff (including leaves, annual evaluations, disciplinary action, etc.). (EE)
- k. Become familiar with and actively participate in the preparation and monitoring of the NFP budget to ensure appropriate use of funds. (EE)
- l. Plan and expend budget to ensure compliance with fidelity to NFP model and contract agreements. (EE)
- m. Understand and actively participate in monitoring NFP contract(s) with Umatilla and Morrow counties. (EE)
- n. Be proactive with local, state, and national issues that may affect sustainability of the program. (EE)
- o. Based on departmental policy, actively participate in, chair, or coordinate all NFP community coalition/advisory board meetings. (EE)
- p. Develop and maintain community referral sources for the NFP program. (EE)
- q. Develop and implement external and internal systems to assure timely receipt and disposition of referrals to and from the NFP. (EE)
- r. Develop and implement strategies for using local print and electronic media to showcase the program. (EE)
- s. Utilize department policies and procedures or develop needed policy and procedure to guide implementation. (EE)
- t. Work within department and within budget and contract specifications, ensure that NFP staff have infrastructure of space, computers, furniture, phones, etc., in place as quickly as possible. (EE)
- u. Develop and maintain appropriate materials for the community and clients. (EE)
- v. Oversee the allocation and design of space for NFP materials to be stored. (EE)
- w. Ensure that all NFP forms and other materials are ordered in a timely manner, organized and available for use by home visiting nurses. (EE)
- x. Assist Director in developing an adequate budget for appropriate materials, gifts, and incentives for program clients; order supplies as necessary to maintain inventory. (EE)
- y. Manage NFP organizational structure and systems adequately so home visit nurses may stay focused on clients. (EE)
- z. Oversee and ensure timely and accurate data input and utilization of the web-based reports and other reports available through NFP. (EE)
- aa. Read and interpret reports; share appropriately with team and partners. (EE)
- bb. Ensure implementation of quality improvement strategies. (EE)
- cc. Develop methods for ongoing assessment of staff development needs; compare available data to structure appropriate continuing education and guidance of staff. (EE)
- dd. Provide routine surveillance of potential client care incidents. (EE)
- ee. Evaluate implementing department outcomes and interventions. (EE)

- ff. Be able to maintain relationships based on trust, support and growth with team colleagues and community members. (EE)
- gg. Ensure that supervision of NFP home visit nurses utilizes principles and concepts of motivational interviewing, coaching and reflective practice, i.e. modeling therapeutic relationships, change theory, self-efficacy, client-centered, strength based, and solution focused approaches. (EE)
- hh. Become familiar and comfortable with principles and concepts of motivational interviewing, coaching and reflective practice. (EE)
- ii. Develop and implement regular reflective practice supervision within the program and conduct field visits, both with frequency recommended by NFP. (EE)
- jj. Provide regular case conferences and team meetings as recommended by NFP. (EE)
- kk. Ensure rewards and incentives are aligned with goals of program. (EE)
- ll. Effectively assist home visit nurses in analyzing complex problems and case situations. (EE)

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- a. Assess, plan and implement home visit services provided by licensed professionals, and evaluate and document effectiveness of program services. (EE)
- b. Provide individual supervision per program protocol. (EE)
- c. Coordinate and lead comprehensive staffing on families, as needed. (EE)
- d. Monitor practices and program activities to assure compliance with grant requirements, department policies and procedures, and State and Federal laws. (EE)
- e. Assist in developing and monitoring budget for home visit programs. (EE)
- f. Assist in developing and implementing goals, objectives, policies and procedures of home visit programs. (EE)
- g. Monitor client census to maintain targeted caseloads. (EE)
- h. Provide for orientation of home visit personnel; promote staff development; evaluate training needs of program staff and provide for appropriate training. (EE)
- i. Represent Umatilla County Public Health Department at community coalitions and meetings to foster interagency communication and collaboration for the purpose of providing integrated services to women, children and families, and advocate for Public Health Services as part of service integration within the county. (EE)
- j. Assure completion of data collection forms, reports and charts on all clients in the home visit programs. (EE)
- k. Periodically perform chart reviews to assure compliance with program policies and procedures. (EE)
- l. Complete monthly, quarterly and annual reports as required by UCHD, Oregon Health Authority, Commission on Children and Families, and other funding agencies. (EE)

PROFESSIONAL RELATIONSHIPS

Establish and maintain collaborative and effective working relationships with UCHD staff members, other county employees, representatives of other agencies and organizations, and members of the community

PROFESSIONAL DEVELOPMENT

Attend educations and training modules that encourage professional development and enhance continual learning; ensure that own reflective practice and ongoing professional and personal development needs are addressed; assist in training and mentoring staff; maintain regular and consistent attendance.

OTHER DUTIES OF POSITION

An employee in this classification must be able to perform the following essential functions:

- Assess the public health needs within the community and with appropriate groups, plan and develop programs with a primary prevention and health promotion focus. (EE)
- Analyze services and health data and incorporate results into program planning and implementation. (EE)
- Establish standards and direct nursing practice to ensure a high quality of professional service and compliance with the Nursing Practice Act. (EE)
- Plan, organize and direct the work of professional, technical, and support personnel. (EE)
- Interview and recommend for hire; orient staff to agency policies and programs. (EE)
- Provide for staff development through in-service educational programs; individual guidance, performance evaluations and other staff development techniques. (EE)
- Participate in determined priorities for service and allocate staff accordingly. (EE)
- Participate in budget and grant preparation; monitor fiscal expenditures. (EE)
- Represent the department to community groups, other agencies and the media. (EE)
- May be required to travel with occasional evening meetings/ or overnight stays in pre-arranged accommodations. (EE)
- Participate in occasional after hours or weekend events that may include health fairs, community clinics, and public health emergencies. (EE)
- Communicate clearly and concisely, both verbally and in writing. (EE)
- Be intuitive and perform duties independently without close supervision. (EE)
- Other duties as assigned. (EE)

REQUIREMENTS FOR POSITION

- Hold a current, encumbered Oregon Registered Nurse license.
- Bachelor's degree in Nursing from an approved school of nursing
- Master's degree in Nursing or closely related field, preferred which includes two (2) years of supervisory experience.
- Experience in home visitation, community health and maternal/child health services preferred.
- Maintain confidentiality.
- Ability to work with people of all socioeconomic culture groups.
- Current valid drivers license.

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 the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

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 job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date