



## Job Description

**Job Title:** NewboRN Home Visiting Program – Nurse Home Visitor

**Department:** MCH – NewboRN Home Visiting Program

**Location:** Alachua County, FL

**Employment Type:** Full-Time

**Salary:** \$60,000 - \$65,000; plus benefits

**Posting Closes:** Open until filled

**Apply:** <https://tinyurl.com/WF1032>



### JOB SUMMARY

The NewboRN Home Visiting Program (NHVP) is a universal home visiting program that is free and offered to all Alachua County women who give birth in Alachua County. Within a week after baby comes home from the hospital, a registered nurse will visit the family at home to complete a health assessment on mom and baby, provide education and support, and connect them to services and resources. The nurse home visitor is responsible for arranging the home visit, conducting the assessment and communicating to the Family Partner the ongoing needs of the family.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the management team from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plan, schedule, and conduct home visits in compliance with the NHVP procedure manual and program standards.
- Complete comprehensive health assessments for postpartum mothers and newborns during home visits.
- Provide education, guidance, and support related to maternal and infant health, safety, and well-being.
- Collect, document, and enter client data accurately and in a timely manner according to program guidelines.
- Communicate family needs and follow-up recommendations to the NHVP family partner.
- Follow up with participants' health care provider (i.e. obstetrician, pediatrician), as necessary.
- Conduct satisfaction surveys and impact interviews with participating families.
- Maintain client confidentiality and data integrity in accordance with agency policies, professional standards, and program requirements.
- Participate in outreach activities to inform the community about the NHVP.
- Collaborate with Connect and other home visiting programs to link families to ongoing services when appropriate.
- Participate in required trainings, staff development activities, and staff meetings.
- Maintain current knowledge of maternal and infant health issues and evidence-based practices.
- Maintain a professional demeanor in appearance, communication, and conduct.
- Maintain current Registered Nurse licensure in good standing.
- Perform other duties as assigned and adhere to agency policies, program standards, and supervisory guidance.

## **KEY ATTRIBUTES AND CORE COMPETENCIES (i.e., Knowledge, Skills, and Abilities for an Employee to Be Successful)**

- Knowledge of maternal and child health systems, issues, and related services.
- Knowledge of community resources and support services.
- Proficiency with computer systems, including Microsoft Office, internet-based platforms, electronic data systems, and virtual meeting tools.
- Strong written and verbal communication skills.
- Professional interpersonal skills, including courtesy, compassion, tact, and discretion.
- Strong organizational, time-management, and attention-to-detail skills.
- Ability to exercise sound judgment and discretion when handling confidential and sensitive information.
- High level of professionalism, ethical conduct, self-motivation, and reliability.
- Ability to work effectively both independently and collaboratively as part of a team.
- Ability to work occasional evenings and weekends as needed to meet program and participant needs.

## **QUALIFICATIONS**

### **Education and Experience**

- Current RN license (in good standing) required
- A bachelor's degree in nursing preferred
- Experience in maternal/child health nursing
- CLC or IBCLC preferred
- Experience with documenting in an electronic data system
- Bilingual or Spanish speaking experience desirable

### **Driving Requirements**

- Must have a reliable vehicle
- Drive throughout assigned service area, which may require extended periods of driving and time spent in a vehicle
- Possess a valid Florida Driver's License (required)
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes)

### **Other Requirements**

- An FDLE background check and Level II Background Check will be required and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.
- Health screening as required by the hospital for credentialing.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Ability to stand, walk, bend, kneel, stretch, reach, and climb stairs for extended periods.
- Ability to remain in a stationary position approximately 25% of the workday.
- Ability to work in office, home-based, and virtual environments as required.
- Ability to move within office settings to access files, equipment, and supplies.
- Ability to consistently operate a computer and standard office equipment.
- Ability to observe, assess, and focus on detailed information for extended periods.
- Ability to read, interpret, and complete forms and documentation accurately.
- Ability to lift and carry up to 50 pounds.