



## Job Description

**Job Title:** MOMstart Home Visiting Program – Nurse Supervisor

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

**Location:** North Central Florida Counties – Bradford, Citrus, Dixie, Gilchrist, Hernando, Lafayette, Lake, Levy, Marion, Sumter, Suwannee, Union

**Employment Type:** Full-Time

**Salary:** \$70,000 - \$72,000; plus benefits

**Posting Closes:** Open until filled

**Apply:** <https://tinyurl.com/wf1061>



### JOB SUMMARY

The MOMstart Home Visiting Program is offered to patients enrolled in the UF Health MOMitor Program. Visits are conducted within the first week following hospital discharge. The Nurse Supervisor provides supervision, staff development, support, and program oversight for MOMstart nurses while also maintaining a direct-service role. The Nurse Supervisor conducts in-home visits to assess maternal recovery, support infant care as it relates to maternal health, provide education, and connect moms to community resources.

### 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.

- Provide supervision, support, and performance oversight for MOMstart Nurse Home Visitors.
- Assist with the recruitment, interviewing, hiring, onboarding, and orientation of MOMstart nursing staff.
- Assess staff knowledge and skill needs and develop strategies, training, and professional development opportunities to address identified gaps.
- Assign participants to nurses and monitor caseloads, scheduling, coverage, and timely completion of home visits in accordance with program requirements.
- Provide guidance and consultation to nursing staff regarding participant needs, clinical concerns, referrals, documentation, and program procedures.
- Monitor staff documentation and data entry to ensure information is complete, accurate, and entered in a timely manner according to program guidelines.
- Review and interpret program data and reports; share relevant findings with staff, leadership, and program partners as appropriate.
- Support implementation and monitoring of quality improvement activities and strategies.
- Ensure program materials, supplies, and equipment are appropriate, organized, available to nursing staff, and ordered in a timely manner.
- Assist with planning and monitoring program expenditures for materials, equipment, supplies, and participant needs, as appropriate.
- Participate in program planning and coordination with WellFlorida leadership, UF Health MOMitor, Connect, home visiting programs, and other community partners.
- Plan, schedule, and conduct home visits in compliance with the MOMstart procedure manual and program standards.

- Complete comprehensive health assessments for postpartum mothers during home visits.
- Provide education, guidance, and support related to maternal and infant health, safety, and well-being.
- Identify family needs and make appropriate referrals to community resources and services.
- 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 MOMitor Research Coordinator.
- Follow up with participants' MOMitor nurse and other health care providers, as necessary.
- 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 MOMstart Home Visiting Program.
- Collaborate with Connect and other home visiting programs to link families to ongoing services when appropriate.
- Participate in required organizational, departmental, program, partner, training, and staff development meetings and activities.
- Maintain current knowledge of maternal and infant health issues, evidence-based practices, and applicable program requirements.
- 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 lead, coach, support, and hold staff accountable while fostering effective teamwork and professional growth.

#### **QUALIFICATIONS**

##### **Education and Experience**

- Current RN license (in good standing) required
- A bachelor's degree in nursing preferred
- Experience in maternal/child health nursing
- Experience in nursing supervision, staff development, program coordination, or program management preferred
- 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
- 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 work a flexible schedule including some evenings and weekends.
- 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.