

# COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY NURSE COORDINATOR POSITION DESCRIPTION

**Job Title:** Health Coordinator  
**Program/Dept:** Child & Family Services  
**Reports To:** Health & Nutrition Manager  
**FLSA Status:** Regular/Full-Time/Non-Exempt  
**Probationary Period:** Ninety (90) days  
**Work Schedule:** 40 hours/week  
**Salary Range:** Updated Annually

## GENERAL DESCRIPTION

The Health Coordinator is responsible for the coordination and delivery of health services to children and families participating in the Head Start (HS) / Early Head Start (EHS) / Healthy Families of America, (HFA) home visiting programs, as well as the Child Care Partnership and Comprehensive Family Wellness programs according to set performance standards and program requirements. He/she acts as a resource to families and staff on an ongoing basis.

## QUALIFICATIONS

- Currently licensed as an R.N. or L.P.N. in the state of New Hampshire or compact state.
- Current CPR/1<sup>st</sup> aid certification. Ability to become CPR/1<sup>st</sup> aid program trainer.
- Current Certified Lactation Consultant (CLC) or ability to become certified.
- Current Certified Infant Massage Educator (CIME) or ability to become certified.
- Computer literate; able to enter and track data.
- Ability to organize and maintain accurate records.
- Ability to effectively communicate with young children, families with low income, coworkers, and community service providers.
- Ability to effectively screen children for vision, hearing, blood pressure, HGB, height and weight.
- Ability to perform an accurate newborn assessment.
- Must have a reliable source of transportation with insurance (100/300 liability minimum), to be used in fulfilling responsibilities of the position.
- Must be able to lift 40lbs.

## DUTIES AND RESPONSIBILITIES

### *Head Start/ Early Head Start (33 hours per week):*

- Provides education, training and resources in the areas of health, nutrition and prenatal care to program participants and staff (e.g. nebulizer, epi-pen, inhalers, medication administration, etc.). Conducts annual blood borne pathogen and universal precautions training for staff.
- Reviews for accuracy and thoroughness, health information for the Program Information Report (PIR) as entered by Home Visitors and Family Advocates.
- Assists Early Head Start home visitors with the provision of an educational program and assurance of appropriate prenatal care for pregnant women with the goal of a healthy pregnancy outcome.
- Ensures that all families receive information regarding available health, dental and nutrition programs through the EHS Home Visitors.
- Provides home visits to enrolled prenatal women providing support and follow-up as needed.

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## NURSE COORDINATOR

### POSITION DESCRIPTION

- Conducts post-partum / newborn home visits within 2 weeks of birth (when enrolled prenatally) and at 6 weeks. Administers screening for maternal depression using the Edinburgh tool. Provides breastfeeding support and resources as appropriate addressing topics such as nutrition, smoking cessation, environmental tobacco smoke, depression, family planning, etc. Conducts joint visits with home visiting staff thereafter when appropriate and requested by the parent or staff.
- Makes home visits to address any health issues for children enrolled in home-based programs.
- Is available to families during weekly socialization times to answer questions, provide education and resources.
- Coordinates and implements summer health screenings for new families.
- Responsible for care and upkeep of hearing and vision screening equipment.
- Responsible for oral health screenings on pregnant moms, newborns and newly enrolled EHS children.
- Assists Family Advocates and Home Visitors with growth, oral, hearing and vision screenings for all children ages 3 and over.
- Provides blood pressure screenings on any child age 3 and over, if not completed during physical examination.
- Provides and/or coordinates for onsite blood lead & HGB and dental clinics as needed to meet program standards.
- Screens each child for health status. Facilitates Individual Health Plan meetings as needed, recommending appropriate actions for identified health problems and generating appropriate paperwork for each child. Ensures all needed authorizations are in place.
- Participates in active supervision of children, following active supervision policies and procedures, as appropriate.
- Uses agencies Data Entry System to monitor and ensure EPDST schedules are up to date. If schedule is not current, works with the Home Visitor/Family Advocate to facilitate a plan to bring EPDST up to date.
- Provides emergency health care and first aid when needed.
- Monitors administration of all medications according to child care licensing standards.
- Monitors and requests replenishment of necessary health and medical supplies.
- Assists in creating opportunities for meaningful parent involvement.
- Meets set productivity standards as agreed between Health Coordinator and Manager.
- Plans Health Advisory Committee meetings.
- Completes the annual New Hampshire Childcare Immunization survey each fall.
- Prepare Monthly Health Services report. Distribute report to Health Manager. Distribute findings to home visitors and family advocates and their manager / supervisor.
- Attend State Health and Nutrition Managers' meetings as other priorities permit.
- Pursues ongoing professional development related to health services and program requirements.
- Constructively utilizes formal and peer supervision to evaluate and improve effectiveness in providing services. This includes active participation in supervision, team meetings and agency meetings.
- Any other duties assigned by the Health & Nutrition Manager for the benefit of the program and/or agency.

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## *Healthy Families ( 1.5 hours per week):*

- Provides home visits to enrolled prenatal women (one per trimester depending on enrollment date) providing support and follow-up as needed addressing topics such as nutrition, smoking cessation, environmental tobacco smoke, depression, family planning, lactation counseling, etc.
- Conducts post-partum / newborn home visits at the hospital or within two weeks of birth (when enrolled prenatally). Administers screening for maternal depression using the Edinburgh tool within two weeks of birth and six to eight weeks postpartum. Provides breastfeeding support and resources as appropriate.
- Provides annual home visits for infants and toddlers up to age three depending on program enrollment.
- Documents all home visits in case records in accordance with program requirements.

## *Child Care Partnership (5 hours per week):*

- Monitor each child for health status.
- Provide screenings as requested by parent and staff. Provide screenings not provided by physician at appropriate times (ie: hearing, vision, HGB, blood pressure, etc).
- Be a resource for family advocate and individual families as needed.

## *Comprehensive Family Services (.5 hours per week):*

- Be a resource for home visitors and individual families as needed.

## **SUPERVISORY RESPONSIBILITIES**

- Not applicable

## **GENERAL EXPECTATIONS**

- Respects confidentiality of information about agency staff, personnel issues, and other program operations.
- Strong commitment to maintaining confidentiality
- Plan, assign, coordinate, organize and prioritize work.
- Models direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff and community members.
- Energetically engages people, issues and work.
- Applies the highest ethical standards to themselves and others on a daily basis.
- Supports other in their efforts to be productive and effective and succeed in work and life.
- Actively participates in teambuilding, which includes sharing ideas and mutual support of team members.
- Consistently uses interpersonal skills that are appropriate for individual styles, personalities, cultures, the nature of the work, and the environment in which the work is being done.
- Practices honest, respectful and direct communication as well as active listening.

## **EMPLOYMENT SCREENING**

Valid Driver's License and insured vehicle (100/300 minimum coverage) for use on the job or acceptable alternative, driving record check, criminal record check, randomized drug screening.

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NURSE COORDINATOR  
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**Head Start, Early Head Start, Childcare, and Home Visiting Programs are also subject to the following:** Head Start and Child Care Licensing requires a criminal record check and finger printing to be completed prior to employment. An initial physical examination record must be obtained upon hire, updated every three years and kept on file with Human Resources. If a TB screening indicates high risk, results of a TB test must be kept on file including any treatment received. An initial driving record check will be conducted. Driver's license information will also be submitted to the agency's automobile insurance carrier.

**MISSION VISION & VALUES**

**Our Mission:** To educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency.

**Our Vision:** To eliminate poverty in Strafford County.

**Our Values:** Compassion, Education, Sufficiency, Transparency, Accountability, Teamwork, Client Focus and Professionalism.

**ACKNOWLEDGEMENT:**

- I have read and understand the explanation and position description.
- I have the ability to complete the functions and duties outlined in the position description.
- The job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.
- If I have any questions regarding the information I have read or the interpretation of any requirements, I will bring them to the attention of my supervisor.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name printed: \_\_\_\_\_