

**Children's Friend and Service  
Job Description**

Job Grade: 6

**Title:** Project Connect Nurse, RN

**Reports to:** Project Connect Supervisor

**Qualifications:** Registered Nurse with current Rhode Island license, expertise in working with infants, young mothers and families at-risk. Must have a valid driver's license, a car to be used for work related tasks and auto liability insurance.

**Duties**

1. Provide a nursing assessment of infants and parents accepted into Project Connect. Assessment should include infant's health and development, quality of parental care and parent-infant relationship.
2. Provide infant/young child care and developmental education to parents and other caretakers as well as appropriate referrals for further care and services.
3. Collaborate with Project Connect workers in developing a Family Care Plan for each family. Specify problems and goals related to the care, health and development of the infants and children.
4. Monitor the child's ongoing health needs, including immunizations, development and maternal care when mother is pregnant.
5. Maintain client records and complete all necessary documentation within established program time frames. Collaborate with Project Connect workers on the preparation of written case reports and termination summaries.
6. Provide health and child development-related workshops and trainings as assigned.
7. Provide support and educational groups for parents as assigned.
8. Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision, team meetings and agency meetings.
9. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's core training program).
10. Actively participate on the community task forces and committees as assigned, and in DCYF case consultation meetings as scheduled. Demonstrate professionalism, competence and expertise when representing the agency in the community.
11. Assist in publicizing agency programs and educating others about the agency and its services.
12. Contribute to the overall success and quality of the program by working constructively and collaboratively with other staff members to address programmatic and agency wide issues and needs.
13. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
14. Consistently meet productivity requirements as specified by program requirements.
15. Other duties as assigned.

I have read and understand the above list of duties pertaining to my position. I agree to adhere to the policies and procedures of Children's Friend and Service.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date