

Children's Friend and Service

Job Description

Job Grade: 11

Title: Nurse – First Connections

Reports To: **First Connections Supervisor**

Qualifications: RN with current Rhode Island license. Must have experience working with pregnant women and expectant families, young children, and at-risk families. Must have a valid driver's license, auto liability insurance, and a car to be used for work related tasks.

Duties:

1. Provide home-based family assessments of families participating in the First Connections using the Family Assessment Tool, capturing health, development, psychosocial, and environmental risks.
2. Provide Infant Assessment Screening or Ages and Stages Questionnaire Screening on all children participating in the Family Outreach Program.
3. Coordinate with local and state community resources regarding medical home, immunizations, and lead screenings.
4. Assist with connecting eligible families with area WIC programs. Identify local health resources and eligibility requirements for accessing those resources.
5. Ensure that all families of babies with significant metabolic or hemoglobinopathy test results receive necessary follow-up care.
6. In coordination with First Connections Social Worker and Supervisor, ensure that all families are receiving parenting education.
7. Maintain client records and complete all necessary documentation within established program time frames.
8. Adhere to productivity requirements as established for the First Connection Program.
9. Contribute to the overall success and quality of all programs and services within Children's Friend through working constructively and collaboratively with other staff members to address programmatic needs and agency-wide issues and needs. Be willing to assist other programs and services with health related needs.
10. 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.
11. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's core training program).
12. Develop and maintain ongoing outreach strategies to inform families and the community of agency programs, services, and activities offered through Children's Friend.
13. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
14. Other duties as assigned.

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

Employee Signature

1/11/08 (NH)

Date