

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT:

CSN:

DATE:

CLASSIFICATION: Home Visiting Nursing Consultant

DEPARTMENT/DIVISION: Office of Community Care (OCC)

FLSA: Exempt

Function

This position is a Nurse Home Visitor in the Office of Community Care for the Nurse Family Partnership (NFP) program. The NFP is a nurse home visitation program for first time mothers and their child through age 2. Primary duties are to provide home visits to women and their families eligible for the NFP program.

Organizational Relationship

This position reports to the Nursing Supervisor for NFP of the Office of Community Care (OCC). The Nurse Supervisor reports to the NFP Program Director, who reports to the OCC Deputy Director.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

This position demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. This position also provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Patient Care

70%

1. Plans and performs home visits in accordance with NFP guidelines
2. Assess physical, emotional, social and environmental needs of women and their families
3. Formulates nursing diagnosis based on nursing assessment
4. Obtains health history of mothers, vital signs and performs other physical examinations
5. Assess developmental milestones of children in program
6. Documents in appropriate medical record

Patient Education

20%

1. Develops therapeutic relationships with women and their families
2. Provides education, support and referral resources to women and their families

Administration**10%**

1. Attends and participates in case conferences
2. Participates in quality improvement efforts
3. Develops and maintains community relationships to support client referrals

Skills and Abilities Needed for the Position

This position is sensitive to the needs of underrepresented minority populations and requires the following skills and abilities necessary to be successful in this position:

1. Familiarity with the community as defined by the specific program
2. Ability to interview patients to determine their physical, social, and/or possible psychological needs.
3. Skill in dealing with people from varied ethnic/social/economic backgrounds
4. Professional written and verbal communication skills

Minimum Qualifications

1. Licensed as a registered professional nurse in the State of Illinois
2. Bachelor's degree in Nursing
3. Two years' experience in maternal/child health, public health, home visiting, or mental/behavioral nursing.

Desirable Qualifications

Home visiting experience

Responsibility

- A. **Supervisory Controls** - This position frequently works independently with periodic input and guidance from direct supervisor, and at times, is directly supervised in terms of work priorities and project goals. Supervisor sets deadlines and boundaries for the position. Work is reviewed on an as needed basis and semi-annually and annually on a more formal basis.
- B. **Guidelines** - This position is heavily dependent on office operation policies, procedures, and work flows. The position has the autonomy to problem solve and make decisions based on defined program goals and objectives, but has accountability to the Director. The position is responsible for obtaining clarification or direction from the Director as needed.

Difficulty

- A. **Complexity** – This position does not manage staff.
- B. **Scope and Effect** – Under guidance of the Nurse Supervisor, this position works within the NFP program.

Personal Contacts

This position will have, telephone, video, face to face and electronic communication with employees, patients, providers, community members, regional partner organizations and their staff, residents and students.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

See attached Physical and Environmental Requirements form.

Incumbent

Date

Supervisor

Date

Department Head/Chair

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Home Visiting Nursing Consultant
 Position No. (If applicable): _____ Department: Office of External Relations-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input checked="" type="checkbox"/> Outdoors
<input checked="" type="checkbox"/> Other (Be Specific): <u>Client Homes</u>	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		10 - 20 lbs.			<input type="radio"/>
Carrying		10 - 20 lbs.			<input type="radio"/>
Lifting		10 - 20 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Matt Yarnell

Supervisor Name

Employee Signature

Date