

NEW RIVER COMMUNITY ACTION, INC.  
**CHILDREN'S HEALTH IMPROVEMENT PARTNERSHIP OF NRV**

**CHIP Nurse**  
Job Description

***General Description***

Under the direct supervision of the CHIP Nurse & Outreach Supervisor the CHIP Nurse works with a target population of pregnant women, children, aged 0 – 6 years and their families, providing care coordination and health education services through in-home assessments. Works closely with area medical doctors, dentists, and other healthcare providers to ensure seamless quality care for all enrolled families.

***Duties and Responsibilities***

1. Maintains assigned caseloads and conducts home visits with families in accordance with program guidelines. Coordinates case management of families with the Family Educator, using a team approach. Serves as team leader for families with health needs as a priority.
2. Assesses the current health, nutritional, psychosocial, emotional, environmental, economic and demographic status of the required caseload. Administers Ages and Stages Questionnaire (ASQ) on all children age six years and under according to program guidelines to reveal a child's strengths as well as developmental, social and emotional areas of concern. Completes Maternal Depression Screens. Addresses any needed areas of concern and makes appropriate referrals.
3. Assures Parents as Teachers (PAT) required screenings (hearing & vision) are completed or verified by MD, and that follow-up referrals are made if needed.
4. Assists Family Educator with PAT parent groups to include health education component.
5. Assesses all children's immunization and well-child check status, communicating with physician's offices as necessary; assists families in obtaining and maintaining a medical home and assists in scheduling appointments if needed.
6. Educates patients and families about actual or potential health problems, and enhances patient/family understanding of specific health care needs.
7. Completes oral health assessments and administers fluoride varnishes on all children as teeth appear up to the age of 3, following VA Dept. of Health Protocol under prescriptive authority of a local dentist
8. Provides anticipatory guidance to parents concerning child growth and development according to program guidelines. Provides intense anticipatory guidance to pregnant women concerning having a healthy pregnancy, and fetal growth and development.
9. Works closely with health care providers and human services agencies to ensure seamless quality services for all enrolled children and their families.
10. Interprets medical reports and recommendations to facilitate coordination of care.
11. Completes required documentation and submits all appropriate paperwork and reports as required.
12. Utilizes a strength-based approach with all families while challenging them to find solutions for their problems over time. Provides families with information about available community resources and services; providing transportation when necessary. Assists parents in developing and fostering healthy self-concepts, self-help skills, and independence.
13. Works as a team player with NRCA staff, parents, and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of CHIP/PAT.
14. Participates in training as pertains to the job as approved by the Coordinator. Serves on committees and councils with other area service providers as assigned by the Coordinator.
15. Assists the Coordinator in marketing the program through presentations to increase community awareness, interest, and support of CHIP/PAT. Assists the Coordinator in publicizing the program and fundraising efforts. Attends health and safety fairs as a representative from the agency. Assists in providing information about CHIP/PAT services to other community agencies and organizations.
16. Responsible for CHIP/PAT office, equipment, and vehicle maintenance according to NRCA and program guidelines (as applicable).
17. Works within required state and federal guidelines; follows agency policies/procedures in all areas.
18. Professionally represents CHIP, PAT, and NRCA in the community.
19. Maintains confidentiality of family records and information.
20. Personally reports to Department of Social Services all suspected child, aged or incapacitated adult abuse and neglect as required by law and document accordingly. Informs supervisor of all reports to Department of Social Services.

21. Performs all other duties that advance the philosophy and goals of the program and NRCA as deemed necessary by the supervisor.

**Supervisory Responsibilities**

Responsible for supervision (training, assigning, directing and evaluating) of interns and other volunteers as assigned.

**Knowledge, skills, and abilities**

Knowledge of basic nursing principles and practices, public health assessment concepts and community resources.

Ability to establish and maintain effective working relationships with varied staff, other agencies and the public.

Ability to communicate effectively both orally and in writing.

Willingness and ability to work independently, primarily in the homes of families residing in high-risk communities while being task-oriented and having a clear sense of boundaries.

Ability to make decisions which may have moderate to major impact on the operation of program and agency (general operations to funding).

Highly developed organizational skills with the ability to manage multiple priorities simultaneously; must be detailed oriented. Capacity to problem solve, handle crises, and work with families and children of various cultures from low-income backgrounds.

Approach to working with families that is empathic, nonjudgmental, respectful, and professional.

We took this out of the Family Educator since it was old language- I think they should be the same. Must be able to lift children into car seats, etc. (25-35 lbs.) Must be able to assist disabled family members in/out of automobiles and in/out of doctor offices.

Must possess proven ability to communicate and work well with others.

Willingness and ability to utilize a computer in managing family data to meet essential job requirements. Ability to fluently use or learn to us and online database.

Must maintain regular attendance and perform job duties and responsibilities in a satisfactory manner.

Prior to employment, the applicant must sign authorizations for NRCA to perform DMV and Criminal Record Checks. These will be used to demonstrate that a satisfactory driving record and no pending or found charges or convictions related to abuse, neglect, or exploitation of children or adults are present. This information can also be used to determine if any other felonies or misdemeanor charges which would conflict with the mission and philosophy of the agency are present.

**Driving is an essential function of the job.** Must possess valid driver's license and safe driving record. Must be able to drive up to 4 hours per day, but may be required to drive more than 4 hours in a given day. Some night/overnight driving may be required for night or out of town trainings or meetings.

If agency vehicle is unavailable, must have a vehicle with valid inspection and insurance meeting minimum state requirements available for transporting individuals and families within the New River Valley, and in pre-approved cases outside the New River Valley. Mileage reimbursed by NRCA.

Must pass a physical exam in which a physician documents employee's capability of transporting clients. The physical must also include a TB test and document that the employee is capable of performing essential duties specified in his/her job description.

**Education and Experience**

Must be a Virginia Licensed Registered Nurse.

An Associate's degree in nursing with at least one-year work experience in health care or community-based setting.

**Pay Scale:**

Salaried, exempt position. This position may be a full or part-time position as determined by Program Coordinator.

This position is classified as grade 23 on NRCA pay scale table currently in force.

**Acknowledgement of Receipt:**

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

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

**Return signed page to Human Resources Manager.**