



# Eastern Band of Cherokee Indians

## NFP NURSE - HOME VISITOR

### *Position Description*

<b>Program:</b>	Nurse Family Partnership	<b>Reports to:</b>	Supervisor - NFP RN Home Visitor
<b>Division:</b>	Public Health & Human Services	<b>Position Number:</b>	922518013; 922518014; 922518015; 922518016
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	01/02/2024
<b>Pay Level:</b>	15	<b>Safety Sensitive:</b>	No
<b>PERFORMANCE EXPECTATIONS</b>			

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### **POSITION PURPOSE**

The Nurse-Family Partnership (NFP) Nurse Home Visitor is responsible for providing comprehensive nursing services to women and their families eligible for the NFP Program. Nurse home visitors are responsible for maintaining the highest standards in clinical nursing practice and adherence to the NFP model, and to policies, procedures, guidelines, and standards of NFP, the EBCI, and the granting agency Administration of Children and Families. Nurse home visitors report to the NFP Nurse Supervisor.

### **ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES**

- Provides home visits to women and their families eligible for the NFP Program.
- May be required to continue home visits during a Public Health Emergency.
- Adheres to nursing process and the NFP model of home visitation.
- Carries a case load of 25 clients or more.
- Supports policies, procedures, guidelines, and standards of NFP and the lead agency.
- As requested/required, participates in community coalition in support of NHP as well as public awareness of NFP.
- Develops and maintains community relationships to support client referrals.
- Develops and manages services funding agreement with grant agency to ensure program compliance with all Federal and State guidelines.
- In an event of a public health disaster, employee may be reassigned as necessary.
- Provides nursing care in accordance with the North Carolina Board of Nursing practice act and completes all required NFP education.
- Develops therapeutic relationships, utilizes concepts of reflection and motivational interviewing with women and their families in a home visiting environment.
- Performs home visiting in accordance with the NFP Model Elements and NFP visit-to-visit guidelines.
- Follows nursing process in implementing NFP into nursing practice.
- Assesses physical, emotional, social and environmental needs of women and their families as they relate to the NFP domains.
- Assist women and their families in establishing goals and outcomes.
- Provides education, support and referral resources in assisting women and their families in attaining their targeted goals.
- Consults and collaborates with other professionals involved in providing services to women and families.
- Achieve and maintain certification as a childbirth educator through ICEA.

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- Must meet Public Health Core Competency Domains as determined by Program Manager within 12 months of employment.
- Formulates nursing diagnoses based on nursing assessment and client goals.
- Evaluates client progress toward Stated goals and NFP outcomes.
- Plans home visits in accordance with client goals and NFP outcomes.
- Actively engages in professional development to meet all NFP Nurse Home Visitor competency requirements.
- Meets with NFP Nurse Supervisor weekly for clinical supervision.
- Utilizes reflective practice in supervisory sessions.
- Schedules joint home visits with NFP Nurse Supervisor every four months.
- Attends and participates in bi-weekly team meetings.
- Provides information to support staff for timely and accurate data input to the NFP performance management system.
- Participates in review and analysis of reports for achievements and areas for improvement.
- Participates in quality improvement efforts and documents appropriately.
- Understands, supports, and coaches others in the NFP vision, mission, and model.
- Represents the NFP vision, mission, and model in actions and verbally to both internal and external customers and colleagues.
- Assists in creating a positive work environment that promotes productivity, mentoring, teamwork, and cooperation.
- Elicits and considers differing viewpoints when analyzing issues.
- Recognizes accomplishments of team members.
- Accurately assesses own learning needs and develops strategies to meet them.
- Stays informed of current health care developments to provide safe, quality nurse home visiting services.
- Establishes and records progress toward annual goals.

### Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Two (2) years of related experience required.
- Education:** Associate's Degree in related field required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required. Current RN license (in good standing) is required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have an understanding of the guidelines, policies and procedures of state, federal, and local granting agencies and requirements.
- Requires a thorough knowledge of the policies, procedures and goals of the Cherokee Health Delivery System. Understanding of Microsoft Excel and a statistical package.
- Requires the ability to develop, implement, and analyze surveys and related studies for the purpose of assessing community diabetes needs as well as the Nursing Family Partnership program.
- Must have administrative and management skills.
- Requires an understanding of the principles of budgeting, long range planning and preparation of funding grants and reporting for grants. Must have knowledge of IRB and processes.
- Must have the ability to communicate effectively both in writing and verbally (including public speaking).
- Requires advanced knowledge in Microsoft software (Word, Excel, PowerPoint, Access, etc.).
- Must know Tribal personnel policies and procedures.
- Requires the ability to establish and maintain effective working relationships with coworkers and program participants.
- Must be able to promote a positive public image for the program.

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**Safety/Accuracy Focus:**

Review of work and subsequent procedures would detect most errors. Undetected errors would require time and expense to research and could delay some phases of the program activities. Most work is approved prior to submitting to others.

**Key Relationships:**

Interacts with internal and external customers/clients in a polite and professional manner. Maintains clear, effective, open, honest communication with both internal and external customers and colleagues.

**Resourcefulness & Initiative:**

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

**Discretion – Confidential Data:**

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Creates, maintains, and supports a safe environment for open discussion and maintains confidentiality.

**Complexity of Duties:**

This position includes completing tasks of varying complexity levels.

**PREFERRED QUALIFICATIONS**

Two years recent experience in maternal/child health, public health, home visiting or mental/behavioral nursing preferred (specifically, Tribal communities). Home visiting experience preferred (specifically, Tribal communities).

**WORK ENVIRONMENT**

- Work Environment:** Will work in a normal business office environment as well as in the homes of Tribal members. May have some exposure to disagreeable work conditions.
- Mental/Visual/Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Job duties can be mentally/emotionally stressful at times. Requires the ability to deal effectively with stress. Close mental concentration and attention to detail are required for most activities. Physical activities require the ability to walk, sit, reach, extensive bending and heavy lifting while assisting patients to walk or turn and when transferring patients. Must have visual acuity, manual dexterity, and the ability to speak and hear. Must have a completed fit for duty form noting ability to perform job functions.

**OTHER**

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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## Position Description

### ACKNOWLEDGMENT

I have reviewed the content of the **NFP Nurse - Home Visitor** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*