

Connecting care with a culture of comprehensive wellness

Job Description

Job Title: Maternal Child Health Nurse
Department: Community Wellness
Reports To: Healthy Start Program Coordinator
Clinical Supervision Provided by: TBD
Employment Category: Regular Part-time
FLSA Status: ☐ Exempt or ☒ Non-Exempt

Position Summary: Provide community-based health education and nursing services for the local urban Native population, primarily through home visits. Provide health education, care coordination, and measure vital signs for prenatal and postpartum (newborn to age five) women and their children living within agency service area. Administrative roles will include maintaining MCH/Healthy Start client records and completing required reporting to contract offices. MCH/Healthy Start RN will work as part of the Healthy Start team and be available to participate on home visits and case conferencing.

Essential Duties and Responsibilities:

- Provide services to the Native American population and informs the community about maternal and child health, family advocacy and social services.
- Conduct home visits to enrolled participants for recruitment and follow-up.
- Performs psychosocial, physical and nutritional screening and client counseling regarding health promotion/risk reduction including taking vitals such as pulse and blood pressure for adults and weight and length for infants.
- Monitors clients to assess and address needs or problems including meeting those basic needs.
- Supply immunization reminders and monitor appointments.
- Provide cessation/education services during pregnancy to include, but not limited to: smoking, alcohol, substance abuse and prevention education for Fetal Alcohol Syndrome (FAS).
- Arrange and/or provide transportation for women to appointments as needed.
- Develop appropriate plan of care and referrals to other health care providers. Serve as advocate for families needing referral and follow-up.
- Establish close working relationships with agency and community programs for cross-referrals, family services and sharing of educational materials.
- Implement plan of care in conjunction with other agency and community health personnel, evaluate and refer high-risk mothers as needed.
- Plan, implement and report community education group events.
- Maintain accurate, timely and confidential records using appropriate forms. Provide appropriate documentation of care as specified by sub-contract/s policies and procedures. Conduct self in a professional and ethical manner.

Other Duties and Responsibilities:

- Work with local and internal programs to develop and provide community-based education on high-risk behaviors, unintended pregnancy, HIV/AIDS, STD prevention, smoking and substance abuse.
- Assist to resolve problems facing the urban Native community concerning housing, education, social services, unemployment, crime prevention, substance abuse and other domestic issues.
- Attend case management, consortia and Healthy Start quarterly meetings, as well as additional training, networking conferences, etc. as needed.
- Other duties as assigned.

Education/Experience: R.N. licensure to practice in the State of Michigan required, B.S.N. preferred. Fluency in Spanish preferred. Minimum of one-year experience providing community health, pediatrics, or maternal/infant nursing services. Professional experience in community health, obstetrics and/or prenatal health care management preferred. Must be able to demonstrate requirements during the interview process.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____

DATE: _____

Revised: 10/24/2023