

**JOB DESCRIPTION**

**Job Title: Nurse (6906)**

**Job Summary:**

Coordinate and deliver quality health services to preschool children and families by providing case management, community collaboration, training and technical assistance. Receives general supervision from the Program Coordinator III and functional supervision from the Health Services Coordinator. No supervision of staff is required.

**Essential Functions:**

- Develop and maintain partnerships and collaborations with community resources to provide services to children and families.
- Provide case management for children with high-risk medical issues.
- Advocate for families to obtain needed health resources.
- Provide referrals for children with potential or suspected health problems or conditions.
- Monitor health records, medications, and safety conditions.
- Provide health and safety education and training for parents, staff, and the community.
- Provide technical assistance to staff on health and safety related issues.
- Work collaboratively with staff in an integrated case management approach to provide health and family services.
- Guide parents toward independence in obtaining family health services.
- Maintain required data tracking, record-keeping, and reporting systems and procedures.
- Report pertinent information to staff, parents, and health services coordinator.
- Participate in the self assessment, community assessment, and program planning processes.
- Participate in child and family case conferencing.
- Develop and maintain a resource center for health and dental information and services.
- Provide on-going monitoring of medical and dental services and implement continuous improvement process.
- Assist in the development of the Health Services Area plan.
- Recognize and maintain confidentiality of information in compliance with laws and agency regulations.
- Assure coordination among components, across levels, and within the organization as a whole.
- Perform related duties as assigned.

**Knowledge and/or Abilities:**

- **Ability to:**
  - Advocate for families to obtain needed health resources
  - Develop and maintain community partnerships and collaborations for health services.
  - Prepare and maintain accurate charts and reports
  - Monitor health records, medication, and safety conditions
  - Demonstrate treatment, medication, and medical procedures to others.
  - Maintain cooperative working relationships with staff, parents, and agencies.
  - Work as part of an interdisciplinary team to provide health services to children.
  - Use computer software programs to enter data and complete program reports.
  - Establish individualized health plans.
  - Assess training needs and provide training on various health and safety topics.

- Assist in collecting, analyzing and synthesizing health related data for use in program planning
  - Communicate clearly, concisely, and professionally, both verbally and in writing.
  - Speak, read and write English.
  - Speak, read and write Spanish preferred.
- **Knowledge of:**
    - State of California Nursing Practice Act
    - Child abuse reporting requirements
    - Nursing theory and practices
    - Basic medical procedures and universal precautions
    - Community, health, and education resources
    - Social service and health care delivery systems

**Work Environment/Physical Abilities:** Office, preschool, private home; Frequent travel using personal vehicle for work related activities; Moderate noise level; Sitting and standing for extended periods of time; Regularly lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds; Reaching above the shoulders and horizontally to retrieve items; Regular bending, stooping, and crouching.

**Education and Experience Required:**

- Registered nursing experience, preferably in a community health setting working with young children.

**Certificates, Licenses and Clearances Required:**

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.
- Valid California Registered Nurse License
- First Aide & CPR Certificates

**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.