

## Public Health Nurse

Parent Promise is seeking to hire caring, client-oriented Nurse Home Visitors excited to build therapeutic relationships with vulnerable, first-time mothers, babies, and their families as we launch the newly established Children First at Parent Promise program. This private-public partnership is the first of its kind in Oklahoma, with Children First services offered outside the public health department. At this time, we are building a team of three Nurse Home Visitors with an anticipated start date as soon as possible.

<b>Location:</b>	Oklahoma City/Oklahoma County
<b>Department:</b>	Children First, Oklahoma's Nurse-Family Partnership at Parent Promise
<b>Posted:</b>	May 17, 2023
<b>Location Address:</b>	4323 NW 63rd Street, Oklahoma City, OK 73116
<b>Wage Maximum:</b>	\$65,000 Annual
<b>Wage Minimum:</b>	\$60,000 Annual
<b>Position Type:</b>	Full-Time, 40 hours a week Exempt
<b>Shift:</b>	Monday through Friday 0830-1700; some flexibility required to best serve clients

***Children First at Parent Promise values and celebrates diversity.***

### **About Parent Promise:**

Parent Promise is a 501c3 nonprofit with the primary mission of strengthening families and preventing child abuse and neglect through the delivery of home-based family support programs by trained providers. We believe every child has a fundamental right to grow, play, and learn in a safe and secure environment so they have every opportunity in life to succeed. Our parent education services are evidence based and we are accredited by the National Exchange Club Foundation and are the Oklahoma chapter of Prevent Child Abuse America. Parent Promise provides the following home visiting programs: Children First, Oklahoma's Nurse-Family Partnership; Healthy Families America; Parents As Teachers; and Exchange Parent Aide. Children First, Oklahoma's Nurse-Family Partnership at Parent Promise reflects a private-public partnership among Parent Promise, Oklahoma State Department of Health, and the Nurse-Family Partnership.

### **Summary:**

The posted position is for the Children First program within Parent Promise. Public Health Nurses in the Children First program provide professional nursing services by conducting home visitation consultations with first-time mothers to ensure quality nursing care for clients, both mother and baby, from prenatal care until the baby reaches two years of age. The Children First program follows the [Nurse-Family Partnership](#) model. Program education includes healthy living during pregnancy, fetal development, child growth and development, strong parent-child relationships, goal setting, problem solving, safety, and community resource identification. The employee works under the direction of an Administrator and under the supervision of a Nurse Supervisor.

### **Principle Duties and Responsibilities:**

This is a summary of the duties and responsibilities commonly found within this classification and is not meant to be all-inclusive; thus, other related activities or tasks may be assigned. As described by the Council on Linkages' [Core Competencies for Public Health Professionals](#), this position emphasizes the following as important to this role:

- Data Analytics and Assessment Skills
- Communication Skills
- Health Equity Skills
- Community Partnership Skills
- Public Health Science Skills

### **Essential Job Functions:**

1. Performing physical and developmental examinations and assessments
2. Generating reports
3. Evaluating health history and status of clients
4. Determining appropriate treatments
5. Recommending referrals to community resources
6. Counseling caregivers and clients
7. Collaborating with other professionals involved with providing services to clients
8. Completing Parent Promise, Children First, and Nurse-Family Partnership trainings within program guidelines
9. Documenting precisely and in a timely manner to maintain accurate records
10. Providing instruction, education, and training to caregivers, clients, and colleagues
11. Driving to off-site locations to perform job duties as needed
12. Completing additional required training in support of duties and responsibilities
13. Engaging in weekly one-hour, face-to-face reflective sessions with the Nurse Supervisor
14. Participating in weekly team meetings for the sake of support, collaboration, and problem solving
15. Taking pride in and engaging opportunities for professional development

### **Qualifications/Requirements:**

- Valid Oklahoma Registered Nurse License or enhanced Nurse Licensure Compact (eNLC) Registered Nurse License required; must maintain license in good standing throughout employment
- BSN: Bachelor of Science in Nursing required
- Valid driver's license required
- Vehicle insurance: must maintain vehicle insurance throughout employment
- BLS CPR/AED certified: must maintain certification throughout employment
- Additional requirements and items to note:
- Bilingual (especially English/Spanish) speakers preferred
- The employee must have an operating vehicle available for use
- This position may require working some evenings and weekends
- Out of state travel may be required
- For one and two years of experience, semi-monthly pay \$2,500.00
- For three and above years of experience, semi-monthly pay \$2,708.33

*Appointment is contingent upon successfully passing a background check.*

**Preferred Skills, Abilities, and Characteristics:**

- Skill in performing physical examinations
- Skill in using appropriate medical tools and equipment
- Skill in obtaining and recording information accurately
- Knowledge of nursing practice legal issues
- Knowledge of laboratory methods and investigative techniques
- Ability to utilize a personal computer
- Ability to maintain confidentiality per HIPAA guidelines
- Ability to communicate with persons of diverse backgrounds both orally and in writing using tact, diplomacy, and care
- Ability to develop and maintain effective working relationships
- Ability to follow safe working practices and procedures
- Ability to follow established policies, procedures, guidelines, and orders
- Willingness to assume responsibility for work product
- Ability to manage time, including when schedule changes require increased flexibility
- Flexible thinking, including willingness and ability to adapt to the needs of clients, supervisors, and the organization
- Critical thinking and problem-solving skills
- Willingness and ability to work as part of a collaborative team, encouraging and empowering others
- Desire to serve mothers, children, and babies, especially with regard to clients experiencing adversity
- Dedication to an empathetic approach, which involves the ability to take the perspective of others and deeply understand their experiences
- Dedication to respect, including with those whose life experiences are different from one's own (e.g., with regard to culture, race, ethnicity, experience of poverty, adversity, and sexual orientation)
- Dedication to forming, building, and maintaining relationships with diverse clients and colleagues

**Working Conditions:**

- The use of tobacco products is prohibited at all times on Parent Promise property, at any off-site Parent Promise-sponsored meeting/event, and/or when representing Parent Promise
- No use of cell phones or other use of electronic wireless communication devices to write, send, or read text-based communications while driving a motor vehicle on agency business
- Subject to drive to off-site locations in inclement weather and conditions to perform job duties
- Subject to exposure to infectious diseases
- Subject to prolonged periods of standing and/or walking
- Subject to varying home environments, including pets; living situations; states of cleanliness; noise levels; access to parking, etc.
- May be required to wear protective equipment
- OSHA Category: Performs tasks that involve exposure to blood, body fluids, and/or tissues

**Physical Requirements:**

- Arm/hand steadiness and digital dexterity sufficient to perform procedures such as manual blood pressure readings, to take measurements of infant/toddler, to draft documents and fill out forms such as reports, to complete charting by hand or by operating a keyboard
- Vision sufficient to read written communications such as computer printouts, instructions, hand- or machine-generated documents, as well as text on a computer monitor and gradations on growth charts
- Flexibility and coordination sufficient to operate a motor vehicle as needed

# Job Description

## Public Health Nurse



- Speech and hearing sufficient to communicate face-to-face, via telephone, via video calls, and/or in a public place
- Flexibility and strength sufficient to lift objects weighing up to 35 pounds
- Flexibility and strength sufficient to move and carry equipment and supplies weighing up to 20 pounds
- Flexibility and strength sufficient to walk/stand at length, climb stairs, and climb stairs while carrying equipment
- Flexibility sufficient to bend over to collect items from the floor
- Flexibility to get down to a sitting position on the floor and to be able to get back up to a standing position

### **Working Relationships:**

This position requires frequent contact with various Parent Promise personnel to give and receive information, as well as with clients/caregivers to provide services. The employee may also have contact with state and community agency employees, hospital and clinic personnel, and with physicians. The employee interacts with a broad spectrum of socio-economic groups; tact, respect, and diplomacy are required in the performance of duties. The employee may also be required to deal with hostile persons on occasion.

### **Supervision/Accountability:**

The employee performs job duties under the supervision of a Nurse Supervisor and the general direction of an Administrator. Work product is subject to both specific and general review. The employee has no supervisory responsibilities and has no direct accountability of budget and/or money. This job posting is a conditional employment position. This means that if the funding or the program is terminated, canceled, or non-renewed, your employment terminates automatically. This position is conditional.

### **TO APPLY:**

Interested candidates should submit required application materials to [children.first@parentpromise.org](mailto:children.first@parentpromise.org). Please include the following: 1) a one-page cover letter that describes candidate interest in and suitability for the position; 2) a resume; 3) official educational transcripts. Please be advised that applications will periodically be considered; as such, this position could be filled at any time.

**Children First at Parent Promise is looking for a candidate who has a passion for helping others and thrives in team-based and independent work. We look forward to hearing from you!**