

This sample job description is intended to serve as a guide for agencies implementing the Nurse-Family Partnership Program. It is designed to address the essentials of this important role as it relates to ensuring implementation of Nurse-Family Partnership, and may not include agency-specific responsibilities.

### **Purpose**

One primary purpose of the Nurse-Family Partnership (NFP) Nurse Supervisor role is to work within the local community and lead agency structure to assure that the NFP Program is implemented in accordance with established guidelines and contract requirements. Another primary purpose of the NFP Nurse Supervisor is using principles of supervision, reflective practice, and staff development, to provide primary support and appropriate oversight to the nurse home visitors, and to build and model a strengths-based, client-centered culture.

### **Administrative Responsibilities**

#### **Staffing and Education**

- Oversees the recruitment and hiring of all nurse home visitors and administrative data support staff ensuring that they can implement the NFP philosophy and model.
- Ensures that all staff, including supervisor, attend all required NFP education sessions as outlined in the orientation materials and your contract with the Nurse-Family Partnership National Service Office.
- Assesses and develops strategies to address knowledge and skill gaps of nurse home visitors and support staff.
- Provides adequate orientation, professional development opportunities and study time to remediate gaps in necessary knowledge and skill.
- Assigns client caseloads and monitor nurse home visitor's ability to build and manage caseload.
- Provides useful developmental feedback, and confronts and develops a plan with staff to address performance and resolve issues.
- Builds confidence and skill of nurse home visitors.
- Provides supervision and evaluation of nurse home visitors and administrative data support staff (including annual leave, annual review, disciplinary action, etc.).

#### **Budget and Contracts** (could be responsibility of manager level above Nurse Supervisor)

- Becomes familiar with and actively participates in the preparation and monitoring of the NFP budget to ensure appropriate use of funds.
- Plans and expends budget to ensure compliance with fidelity to NFP model and contract agreements.
- Understands and actively participates in monitoring NFP contract with the agency.
- Is proactive with local, state, and national issues that may affect sustainability of program.

**Community awareness, support and referrals, and referral systems** (could be responsibility of manager level above Nurse Supervisor)

- Based on agency policy, actively participate in, chair, or coordinate all NFP community coalition/advisory board meetings.
- Develops and maintains community referral sources for the NFP Program.
- Develops and implements external and internal systems to assure timely receipt and disposition of referrals to and from the NFP.
- Develops and implements strategies for using local print and electronic media to showcase the program.
- Utilizes agency policies and procedures or develops needed policy and procedure to guide implementation.
- Working within agency and within budget and contract specifications, ensures that NFP staff have infrastructure of space, computers, furniture, phones, etc., in place as quickly as possible.
- Develops and maintains appropriate materials for the community and client.
- Oversees the allocation and design of space for NFP materials to be stored.
- Ensures that all NFP forms and other materials are ordered in a timely manner, organized and available for use by home visitors.
- Develops an adequate budget for appropriate materials, gifts, and incentives for program clients. Order supplies as necessary to maintain inventory.
- Manages organizational structure and systems adequately so that home visitors may stay focused on clients.

**Quality Improvement and Evaluation**

- Oversees and ensure timely and accurate data input and utilization of the web-based reports and other reports available through NFP.
- Reads and interprets reports; shares appropriately with team and partners.
- Ensures implementation of quality improvement strategies.
- Develops methods for ongoing assessment of staff development needs; compare available data to structure appropriate continuing education and guidance of staff.
- Provides routine surveillance of potential client care incidents.
- Evaluates implementing agency outcomes and interventions.

**Create and Maintain NFP Culture (Examples)**

- Ability to maintain relationships based on trust, support and growth with team colleagues and community members.
- Ensures that supervision of NFP nurse home visitors utilizes principles and concepts of motivational interviewing, coaching and reflective practice (modeling therapeutic relationships, change theory, self efficacy, client centered, strength based, and solution focused approaches).

- Becomes familiar and comfortable with principles and concepts of motivational interviewing, coaching and reflective practice.
- Develops and implement regular reflective practice supervision within the program and conduct field visits, both with frequency recommended by NFP.
- Ensures that own reflective practice and ongoing professional and personal development needs are addressed.
- Provides regular case conferences and team meetings as recommended by NFP.
- Ensures rewards and incentives are aligned with goals of program.
- Effectively assists nurse home visitors in analyzing complex problems and case situations.

### **Qualifications for NFP Nurse Supervisor**

- Bachelor's Degree in Nursing required.
- Master's Degree in Nursing or closely related field preferred.
- Current nursing license (in good standing).

### **Experience (desired)**

- Worked in public/community health, including home visitation.
- Provided maternal/child health services, particularly in community setting.
- Program management and one-on-one supervision.
- Worked with diverse populations, communities, and organizations.