

**Nurse-Family Partnership**

**Nurse Recruitment & Hiring**

Nurse home visitors are the bedrock of your Nurse-Family Partnership® (NFP) program. By thoughtfully and deliberately recruiting and hiring your staff, you can ensure that your program remains strong for years to come and that your clients get the best possible NFP experience. A successful Nurse-Family Partnership program hinges on nurses’ respect and value for clients from low-income, diverse populations. These nurses need to be comfortable initiating, working independently, and asking for what they need. They will use their challenges and those of their teammates as opportunities for growth.



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**Hiring Strong Staff**

When recruiting staff, it is essential to find the right mix of values and experience. A clear understanding of the values of Nurse-Family Partnership is key to your success. It will allow you to match your staff appropriately. Anticipating and planning for continued professional development – both time and money – is also essential.

*What is the potential impact of hiring a nurse with the skills, education, knowledge and attributes necessary for Nurse-Family Partnership, particularly as it relates to client retention?*

Click or tap here to enter text.

*What challenges could you foresee with hiring a nurse who does not possess the skill, education, knowledge and attributes for your program?*

Click or tap here to enter text.

*What desirable qualities are you looking for in candidates? How will these be reflected in the job description posted for recruitment purposes?*

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*The administrative assistant is an integral part of every Nurse-Family Partnership team. In hiring the administrative assistant, how do you plan on using them to support the agency in addition to data entry?*

Click or tap here to enter text.



**Examples of how implementing agencies capitalize on the skills, knowledge and education of their administrative support staff include:**

Active outreach to potential families.

Following up with families that have missed visits and rescheduling for the nurse.

Presentations in the community.

* Scribing during all meetings.
* Participation in team meetings and case conferences.
* Serving as a liaison with school nurses.



**Considering Your Program’s Needs**

Each community has a linguistic and cultural make up that should inform your hiring practices and priorities. In order to reach moms that need the program, your agency may need to hire bilingual nurses or provide interpreter services for families who do not speak English or have limited English proficiency (LEP).

*If you expect to serve minority and/or specific cultural groups or non-English speakers, please describe your capabilities and plans to engage and serve those populations.*

Click or tap here to enter text.

*Please describe your relationship with minority nursing organizations, and how you might use them as a resource in your hiring process.*

Click or tap here to enter text.

*If your agency will need to recruit bilingual staff, where will you advertise those positions?*

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*What has been your experience in hiring bilingual/bicultural staff?*

Click or tap here to enter text.

*If you plan on using an interpreter, how will you ensure that interpreters are competent to interpret accurately?*

Click or tap here to enter text.

**Timeline for Recruitment & Hiring**

Going through the recruitment and hiring process can sometimes take weeks. Even after new NFP nurses are hired, there is additional education required that will keep them from immediately seeing clients.

**Things to consider for your orientation process:**

* Introduce personnel to colleagues, NFP staff and partners.
* Share an organizational chart to show where in the organization your program fits.
* Provide clarity around office access hours, the phone system, printer locations, supplies and processes.
* Be sure to cover policies including: time reporting, travel and reimbursement, leave requests, safety protocols, etc.

*How will you work through your agencies hiring process to get positions posted? What are the restrictions? What things could possibly cause delays in your hiring process?*

Click or tap here to enter text.

*Use the following chart to estimate how long recruitment, hiring, and education will take for nurses*.

|  |  |
| --- | --- |
| **ACTION** | **TIME ESTIMATE (in days or weeks)** |
| Position Approval | Click or tap here to enter text. |
| Position Posting | Click or tap here to enter text. |
| Recruitment | Click or tap here to enter text. |
| Interviewing and hiring | Click or tap here to enter text. |
| Offer acceptance to start date | Click or tap here to enter text. |
| Approval for Travel to Nursing Education | Click or tap here to enter text. |
| Agency Orientation | Click or tap here to enter text. |

**Competitive Hiring**

Many nurses will have multiple employment opportunities available to them. Thinking through what you can offer potential candidates to make your program a more competitive place to work will help facilitate recruitment and will increase the likelihood that you are successful in hiring the best possible candidates.

*Please provide your agency’s salary ranges for each NFP role, along with competitive compensation packages for nurses with these qualifications in your geographic area. Please indicate your source of information for market estimates and include pay for both hospital and community health services (CHS).*

|  |  |  |  |
| --- | --- | --- | --- |
| **NFP Role** | **NFP Salary Range** | **Local Salary – Hospital** | **Local Salary – Community Health Services** |
| Nurse Home Visitor | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Nurse Supervisor | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Data-Entry/Support Staff | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Information Source | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*If there is a difference between your agency’s pay ranges and the open market, what are your initial thoughts for how to best recruit and retain qualified personnel?*

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**Staffing Transitions & Contingency Planning**

Staff members will transition from time to time for any number of reasons. When such transitions happen, it’s important that you are prepared to backfill the position as quickly as possible so that you can maintain service to families without overburdening your remaining staff.

*What is the plan for managing families during staffing transitions (vacancies, Leave of absence)?*

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*What steps would your agency take in the event of funding cuts or hiring freezes to continue filling NFP positions?*

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*If you have long term, level grant funding, how could you get creative to ensure that you have competitive salaries?*

Click or tap here to enter text.

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**Nurse-Family Partnership**

**Better Worlds Start with Great Mothers.**

**And Great Mothers Start with Us.**