Job Title: Nurse Family Partnership Home Visiting Supervisor

Salary: $32-$34 / per hour  
Job Type: Full-time

Benefits:
- Paid Time Off: Vacation, Sick leave & Comp Time
- Health, Dental & Vision Insurance
- Employer Matched Simple IRA
- Flexible hours

Who We Are
Prevent Child Abuse Utah is a non-profit organization established in the state of Utah in 1983. The mission is to ensure that all children enjoy a safe and happy childhood. Prevent Child Abuse Utah does this by educating Utah’s communities through schools, families, and individuals.

Purpose
Nurse-Family Partnership (NFP) is a research-based program that has been demonstrated to significantly improve critical outcomes for at-risk women and their children who receive services in local communities as specified in the NFP Visit-to-Visit Guidelines. One primary purpose of the nurse supervisor role is to work within the local community and lead agency structure to assure that the program is implemented in accordance with established NFP Visit-to-Visit Guidelines and contract requirements. Another primary purpose of the nurse supervisor is using principles of supervision, reflective practice, and staff development, to provide primary support and appropriate oversight to nurse home visitors, and to build and model a strengths based, client-centered culture.

Job Summary
- Oversee the recruitment and hiring of all nurse home visitors and administrative data support staff ensuring that they can implement the Nurse-Family Partnership philosophy and model.
- Ensure that all staff, including supervisor, attend all required Nurse-Family Partnership Initial Education sessions as outlined in the orientation materials and your contract with the Nurse-Family Partnership National Service Office.
- Assess and develop strategies to address knowledge and skill gaps of home visitors and support staff.
- Provide adequate orientation, professional development opportunities, and study time to remediate gaps in necessary knowledge and skill.
- Assign client caseloads and monitor home visitor’s ability to build and manage caseload.
- Provide useful developmental feedback and confront and develop a plan with staff to address performance and resolve issues.
● Build confidence and skill of nurse home visitors.
● Provide supervision and evaluation of NFP nurse home visitors and administrative, data, and support staff (including annual leave, annual review, disciplinary action, etc.).
● Actively participate in, chair, or coordinate all NFP community coalition/advisory board meetings.
● Develop and maintain community referral sources for the NFP Program.
● Develop and implement external and internal systems to assure timely receipt and disposition of referrals to and from the NFP.
● Develop and implement strategies for using local print and electronic media to “showcase” NFP.
● Delegate to support staff as appropriate.
● Utilizes agency policies and procedures or develop needed policy and procedure to guide implementation.
● Working within agency and within budget and contract specifications, ensure that NFP staff have the infrastructure of space, computers, furniture, phones, etc., in place as quickly as possible.
● Develop and maintain appropriate materials for the community and client.
● Oversee the allocation and design of space for Nurse-Family Partnership materials to be stored.
● Ensure that all NFP forms and other materials are ordered in a timely manner, organized, and available for use by nurse home visitors.
● Develop an adequate budget for appropriate materials, gifts, and incentives for program clients.
● Order supplies as necessary to maintain inventory.
● Manage organizational structure and systems adequately so that nurse home visitors may stay focused on clients.
● Oversee and ensure timely and accurate data input and utilization of the reports available through Nurse-Family Partnership.
● Read and interpret reports; share appropriately with team and partners.
● Ensure implementation of quality improvement and strategies.
● Develop methods for ongoing assessment of staff development needs; compare available data to structure appropriate continuing education and guidance of staff.
● Provide routine surveillance of potential client care incidents.
● Evaluate implementing agency outcomes and interventions.
● Other duties and responsibilities as assigned.

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)
● Strong time management and organizational skills
● Flexible work style and approach
● Problem solving
● Four years management or supervisory experience
● Sincere, warm, committed, empathetic, self-aware, independent, flexible, reflective, reliable, and has enthusiasm for working with children and families living in diverse situations.

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

Please email the cover letter and resume to seden@pcautah.org.