

Program Nurse

Worker Category : **Full Time**

Job Class **Service Worker**

Program Nurse - 3485

General Description:

Provides Health Services to children and families. Assists in the identification, coordination, completion of service and evaluation of health or family problems of enrolled children. Maintains awareness of current health services available in the community and works with physicians and other local health care providers to meet the needs of enrolled children. Responsible for the coordination of health follow up services to identified children. Documents all health/family services that have been provided. Monitors health records at Center sites. Participates in the HS/EHS Quality Assurance efforts.

Essential Functions:

1. Reviews children's files during ERSEA process to approve children's files.
2. Assesses and evaluates child health records for ERSEA.
3. Screens each child for health status.
4. Plans and recommends appropriate actions for identified health problems BEFORE the child attends class.
5. Once notified by Family & Community Engagement Specialists, nurse ensures that health plan is written on children with known health problems.
6. Observes children in classroom setting.
7. In accordance with the Nurse Practice Act, delegates to appropriate center staff the administration of medication and skilled nursing procedures for individual children as appropriate. Monitors medication administration and documentation of the individual children. Supervises the administration, storage and documentation of the fluoride administered at assigned Centers.
8. Serves as consultant to appropriate staff regarding individual child's health needs.
9. Establishes an effective schedule of center visits in collaboration with the Health Services Team and completes these visits in a timely manner.
10. Communicates with parents and appropriate staff regarding health status of children with identified health concerns.
11. Personal, written, and/or telephone contact will be made and documented as to status, recommendation, and/or needs in Child Plus.
12. Visits Head Start families in the home as needed for consultation, information, and/or observation.
13. Obtains information from other health and education providers and incorporates their recommendations into health service plans for the Head Start child.
14. Provides initial and follow-up screenings (vision, hearing, height and weight) for HS/EHS children enrolled in a Center base program. works in conjunction with Center staff to complete and document initial and follow-up screenings. Documents all action, completion and/or needs of the child.
15. Maintains cooperative working relationships with physicians, dentists, and other local health care providers in order to provide optimal healthcare for enrolled children.
16. Refers parents/child to appropriate community services for identified health needs and documents all such referrals.
17. Monitors whether Report of Referrals have been written to Nutrition Services for children who have nutritional concerns. Makes referral to the Nutrition Coordinator II as needed.
18. Make arrangement for examinations/follow-up treatment in conjunction with Family & Community Engagement Specialists' efforts.
19. Participates in the Case Management process as appropriate.
20. Administers first-aid or other emergency care as necessary when on site.
21. Reviews and updates child medical records for completion, follow-up and/or current compliance every 30 days.
22. Enters health data in Child Plus and reviews, updates, and codes health information in Child Plus.

23. Conducts a monthly review with Family & Community Engagement Specialists to coordinate plans and communicate progress.
24. Maintains strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.
25. Attends all workshops and meetings as deemed necessary.
26. Attends all required staff and parent meetings and activities.
27. Prepares and delivers health related training to Center staff.
28. Other related duties as assigned.

Physical Requirements:

Must be able to lift at least 45 pounds. Maybe subject to contact with communicable diseases, subject to dealing with families from dysfunctional and/or diverse multicultural backgrounds, subject to working in cramped or non-existent office space. Must be able to travel to complete assignments in any Head Start/Early Head Start Program.

Education:

LPN required; BSN or RN preferred.

Experience:

Requires two years of experience in community health, pediatrics or school nursing. Bilingual required: English/Spanish.