

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Registered Nurse (MCH-Outreach)**

**POSITION NUMBER: HA1031, HA1057**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position provides public health nursing services to pregnant and postpartum women, infants, toddlers, and their families in homes and community settings. Performs other duties as required. This position is supervised by the Maternal Child Health Outreach Services Team Leader.

**WORK PERFORMED**

- 50% Nursing Process.** Performs health, development and nutrition assessments on pregnant women, infants, toddlers, and postpartum women. Assesses clients' needs based on gathering of information, histories and screening tests. Provides education, information, support and guidance to families and makes appropriate referrals based on findings. Focuses on early intervention, health/nutrition education, breastfeeding education/support and anticipatory guidance for families. Work is centered around obtaining positive outcomes by improving the health of pregnant women and babies through reducing the prevalence of birth defects, premature birth and infant mortality. Teach group education classes to pregnant women and their support person.
- 30% Documentation.** Maintains timely, complete and accurate documentation in the family health record including documentation of referrals and reports to other care providers in order to assure the health of families served. Complete chart abstractions.
- 10% Quality Assurance/Team Process.** Participates in all necessary training to ensure understanding of and adherence to MCH guidelines. Participates on various inter-Department and intra-Department teams to assure continuity and consistency in service delivery as defined by protocols, procedures, grants and program standards.
- 10% Program Responsibilities.** Adheres to nursing standards of practice and follows Department procedures and protocols as well as local, State and Federal regulations. Will travel to client homes, various community sites and satellite clinic locations as needed to deliver services. Completes accurate program time studies and travel reports.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Public health theory and practices.
- Nursing process.
- Nursing assessment skills.
- Basic human physical, nutritional and psychosocial needs.
- Federal, State and County laws and regulations which impact the department.

**Ability to:**

- Demonstrate rapport building and sensitivity in working with families of various cultures, social and financial backgrounds.
- Work independently in challenging situations utilizing critical thinking skills.
- Prepare and maintain records, charts and reports.
- Follow detailed written and oral directions.
- Communicate effectively to individuals and groups, both orally and in writing, using the English language.
- Exercise independent judgment and seek solutions to problems that arise on a regular basis.
- Teach/speak in front of groups.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-30 lbs.	X				Twisting			X		Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-30 lbs.	X					X			

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**EQUIPMENT USED**

Stethoscope	Measuring Devices	Blood Pressure Cuff
Syringes	Adult/Infant Scales	BBP Personal Protective Equipment
Penlight	Personal Computer	Developmental Testing Equipment
Telephone	Motor Vehicle	Ophthalmoscope/Otoscope
Printer	Office Equipment	Health Education/Nutrition Teaching Materials
Fax Machine	Office Furniture	

**MINIMUM QUALIFICATIONS**

License to practice as a Registered Nurse in the State of Kansas.

CPR Certification.

Has a working car.

Valid Driver's License and able to operate County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical and drug screen.

Required to lift up to thirty (30) pounds.

If CPR Certification has lapsed, will be required to renew their Certification within 120 days of employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 10/03

Revision History: 05/18