

COMMUNITY ACTION OF SOUTHEAST IOWA
JOB DESCRIPTION

Job Title: Nurse
Department: Head Start / Early Head Start
Reports to: Health Services Coordinator

SUMMARY: Provide quality health, mental health and disability services for children ages zero to five in a comprehensive child development program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Serve as a resource for Teachers, Family Development Specialists and parents providing information on issues such as health procedures, medical conditions, disability and safety concerns, emergency plans and procedures, dental and nutritional health.
3. Assist Family Development Specialists with computer data entry of health related information on a regular basis so that information is readily available to staff for reports, on-going monitoring and to ensure that program requirements are being met.
4. Complete computer data entry of health related information on a regular basis so that information is readily available to staff for reports, on-going monitoring, and to ensure that program requirements are being met.
5. Monitor physicals and immunizations to be certain that state requirements are met.
6. Monitor children's records to determine that Head Start/Early Head Start requirements are met as outlined by the Head Start Performance Standards and Early Periodic Screening Diagnosis and Treatment (EPSDT).
7. Make site visits for purposes of observation of children and completion of screening assessments.
8. Serve as a resource for Family Development Specialists in obtaining necessary follow-up treatment for children needing additional services.
9. Be alert to potential health, mental health, disability or developmental problems of children.
10. Participate in trainings, support meetings, home visits, parent/teacher conferences and other meetings as requested.
11. Monitor cleanliness and safety of the children's site and classroom environment.
12. Participate in training events and Agency meetings as mandated.
13. Provide pre-natal/post-natal assessments and support services for staff and families enrolled in Early Head Start.
14. Assist Health Services Coordinator to complete safety check lists.
15. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission and goals.
16. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Supervises health services volunteers, as assigned by Health Services Coordinator, by assigning and directing work.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Valid Registered Nurse (RN) Iowa license and prefer previous pediatric work experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, medical documents, general business periodicals, professional journals, or governmental regulations. Candidate should have ability to write reports and business correspondence, as well as the ability to effectively present information and respond to questions from managers, families and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and apply concepts such as fractions, percentage, ratios, and proportions to practical situations. Ability to work with mathematical concepts such as probability and statistical inference.

COMPUTER SKILLS: Know basic computer operations working with Windows, Microsoft Office products and e-mail. The employee must be willing to learn Head Start specific software and internet use.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have current Iowa RN license.

OTHER REQUIREMENTS: Must be able to travel throughout the four county service area regularly and travel occasionally state and nation wide. Must have a valid driver's license, access to a vehicle and be insurable. Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, stoop, kneel, crouch or crawl, and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms, sit on floor or low chair, and climb or balance. The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, outside weather conditions, risk of electrical shock and exposed to childhood illnesses. The noise level in the work environment is usually moderate.

Revision: 02/2016, 09/2018, 09/2021
Policy Council approval: 02/2016

Reviewed by: Sheri M. Wilson, Executive Director Date: _____

Signature: _____ Date: _____