



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Family Partnership Nurse Specialist**
Jurisdictional Class: Competitive
Civil Division: Cayuga County
Adoption: 11/14/12
Revised: 7/13/2016

DISTINGUISHING FEATURES OF THE CLASS:

The Family Partnership Nurse Specialist is responsible for providing comprehensive nursing services by home visits to women and their families who are eligible for the Nursing Family Partnership (NFP) Program. The incumbent is responsible for maintaining the highest standards in clinical nursing practice and adherence to the Nurse Family Partnership model, as well as to policies, procedures, guidelines, and standards of Nurse Family Partnership, and of the lead agency. This Nurse Specialist reports to the Director of Community Health Services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides home visits to women and their families who are eligible for the Nurse Family Partnership (NFP);
Carries a case load of up to 25 clients;
Develops and maintains community relationships to support client referrals;
Attends and participates in appropriate training as recommended by the Nurse Family Partnership National Service Office;
Develops therapeutic relationships and utilizes concepts of reflection and motivational interviewing with women and their families in a home visiting environment;
Assesses physical, emotional, social, and environmental needs of women and their families as they relate to the NFP domains;
Assists women and their families in establishing goals and outcomes;
Provides education, support, and referral resources in assisting women and their families in attaining their targeted goals;
Consults and collaborates with other professionals involved in providing services to women and families;
Formulates nursing diagnoses bases on nursing assessments and client goals;
Participates in review and analysis of reports for achievements and areas for improvement;
May participate in disaster activities as trained and assigned;
Performs related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of current nursing practices, procedures and principals;
Working knowledge of the organization and services provided by community health facilities, social service organizations, community groups, and other government service providers;
Skill in the application of nursing procedures and techniques of patient care;
Ability to manage time effectively;
Ability to plan and coordinate nursing care plans for individuals and families;
Ability to establish and maintain effective working relationships with other health care and community organizations, physicians, and other professionals;
Ability to work flexible schedule, including some evenings and weekends;
Excellent verbal and written communication skills;
Basic computer skills;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Nursing AND licensure and current registration to practice as a Registered Professional Nurse in NYS.

- B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Nursing; (3-5) five years of acute care experience, with at least one year of community health nursing preferred; or, evidence of assuming charge duties; AND licensure and current registration to practice as a Registered Professional Nurse in NYS.

SPECIAL REQUIREMENTS:

Employee is required to complete appropriate training as recommended by the Nurse Family Partnership National Service Office.

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.