

PUBLIC HEALTH NURSE SUPERVISOR

Nurse-Family Partnership Program

Milwaukee Health Department

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a talented manager. The Milwaukee Nurse Family Partnership (NFP) Program will implement a highly effective home visitation model that aims to improve health outcomes for children and families of first-time, at-risk mothers.

The Public Health Nurse Supervisor assigned to this program, provides overall leadership, oversight and coordination for the NFP program to assure the achievement of all program goals and objectives. The Supervisor provides nursing mentoring, training, supervision and consultation to Public Health Nurses who visit clients; ensures that home visiting protocols are effective and standardized; and ensures that the program is adequately resourced for sustainability.

ESSENTIAL FUNCTIONS:

Supervision (40%):

- Provide nursing supervision and evaluation of NFP Public Health Nurses and administrative data support staff;
- Develop and implement reflective practice supervision within the program;
- Monitor and implement sufficient staff supervision to ensure the development of realistic and effective plans to help clients;
- Assign client caseloads and monitor home visitor's ability to build and manage caseload;
- Assess and develop strategies to address knowledge and skills of home visitors and support staff;
- Develop methods for ongoing assessment of staff development needs;

Program Management (30%):

- Develop, integrate and monitor program goals, objectives and outcomes for NFP;
- Provide direction to ensure that program achieves objectives and outcomes;
- Coordinate services of program staff to meet identified needs of the population; implement appropriate evaluation processes related to project services;
- Coordinate the development of standardized case management/ home visiting protocols;
- Provide leadership and recommendations to develop seamless service provision;
- Develop and implement external and internal systems to assure timely receipt and disposition of referrals to and from the project;
- Oversee and assure timely and accurate data input;
- Analyze evaluation data to ensure achievement of outcomes;
- Monitor and prepare program reports;
- Become familiar with and actively participate in the preparation and monitoring of the budget to assure appropriate use of funds;

Program Development (15%):

- Collect and analyze data for further program development and refinement;
- Seek out supportive grant funding opportunities;
- Write proposals, using program data and data from other sources to obtain new funding.

Community Collaboration (15%):

- Collaborate with a variety of MHD programs to promote NFP services in the Milwaukee community; and serve as primary spokesperson for the project on behalf of the MHD;
- Identify, recruit, develop, support and maintain primary partners around healthy pregnancy and birth outcomes, infant mortality reduction and home visiting service delivery; and
- Participate in other coalitions and initiatives to coordinate home visiting services and support long-term infrastructure improvements.
- Perform other duties as needed, or as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor of Science degree in Nursing (BSN) from an accredited nursing program.
2. A minimum of three years of progressively responsible experience in public health, health education, nursing, social work, or a related field. Experience must include two years of program management or supervision in the areas of

program planning, budget development and monitoring, contract development, staff development and team management or quality assurance.

3. License to practice professional nursing in Wisconsin.
4. Valid Driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment.
5. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

NOTE: Equivalent combinations of education and experience may be considered.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Strong oral and written communication skills.

Strong interpersonal and leadership skills.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Knowledge and ability to create and manage budgets, grant proposals and contracts.

Knowledge and ability to work with computer applications.

Demonstrated knowledge of home visiting programs; knowledge of health care delivery systems, particularly those relating to maternal and child populations.

Ability to supervise and manage team dynamics of a multidisciplinary and diverse staff.

THE CURRENT SALARY RANGE (007) IS \$51,440 to \$72,013 annually.

#07-019—CKS (SM)

1/19/07