Mid-Iowa Community Action, Inc. **Job Description**

**TITLE: ECP Nurse LPN**

**Reports to: ECP Data Administrator Health Manager**

**Job Summary**

Contribute to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Build and maintain positive relationships with children, families, program staff, and agency and community partners as needed to provide excellent services. . Must be able to present MICA in a positive manner and maintain positive interaction with families and staff. Work and promote a team environment.

The primary purpose of this position is to provide health screenings and/or assessments and health related consultations and, as a part of a team, ensure enrolled children receive needed medical services. This position may perform regular duties at alternative sites with approval of the Program Director.

**Essential Job Functions**

Build and maintain positive relationships with children, families, program staff, and agency and community partners as needed to provide excellent services. General philosophical agreement with the agency mission, commit to the concept of diversity and inherent worth of every individual. Supervisor will provide guidance about specific tasks required of this position for completion on daily, monthly or quarterly cycles.

Compliance

* Must maintain confidentiality of participants and families at all times
  + Must know HIPAA regulations and follow all HIPAA procedures
* Measure children’s length, height and weight
* Follows state and federal guidelines, complete child screenings including hearing, vision, blood pressure, hemoglobin testing and lead screens
* Review well child exams, immunization records and other health information in child files and makes program recommendations based on the information
* Investigate health needs and makes referrals as necessary
* Contact doctor/families regarding any health concerns
* Provide basic health care training in the area of infant, child and maternal health to Early Childhood Program (ECP) participants
* Provide training as needed for staff, and is available by phone for questions from staff
* Function as competent professional authority for determination of program service based on individual anthropometric, biochemical and other health data
* Assist in the development and implementation of ECP health policies and procedures and the accompanying forms as needed
* As needed and requested, conducts home visits, e.g. newborn home visits
* Attend all required program meetings and functions
* Follow all agency and program policies, procedures and protocols

Documentation and Reporting

* Complete follow-up and paperwork needed to ensure children receive needed medical care

Develop skills and knowledge related to the position

* Responsible for learning and understanding agency policies, regulations and guidelines as they apply to the performance of the job
* Complete and maintains certifications as required
* Must obtain and maintain First Aid and CPR certifications
* Must obtain and maintain Mandatory Child Abuse Reporter Training

**Knowledge, Skills and Abilities**

1. Proficient in reading, writing and speaking the English language
2. Knowledge of theory, techniques, and practices of professional and public health nursing
3. Knowledge of preparation and administration of medicines
4. Knowledge of treatments and medical procedures
5. Knowledge of counseling and teaching techniques
6. Knowledge of the preparation and operation of appropriate medical equipment
7. Knowledge of childhood illnesses
8. Knowledge of childhood immunization requirements
9. Must be able to maintain *strict* confidentiality
10. Able to make independent decisions
11. Able to interact in a professional manner with parents, health professionals and other staff
12. Must have excellent organizational skills
13. Intermediate computer skills

**Working Conditions (Essential physical, mental and emotional demands)**

*The 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.*

* This is classified as a casual position at MICA, with the employee being called as needed
* This position requires mental and emotional work. Strong ability to think and reason independently, maintain objectivity and to exercise sound judgment
* Must be able to observe and recognize children in order to complete screenings, including: measurement of length/height/weight, hearing and vision screenings, blood pressure, hemoglobin testing
* Must be able to function well in a variety of physical environments as this position must provide staff training, screenings and assistance at a variety of classrooms, community offices/locations and family homes
  + Must be able to navigate stairs to access some classrooms and family homes
  + Must be able to move about in indoor and outdoor environments to complete screenings and assessments with the children
  + May work indoors, in an office space that may or may not be shared
  + The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
* Regularly drives to classrooms, community offices/location and family homes
  + Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance**.** May be required to use personal vehicle for home visits. License must be in good standing, as this position must be able to drive agency-owned van
  + May occasionally need to provide services to participants in their own homes
* The person in this position frequently communicates with children, parents and colleagues regarding agency programs. Must be able to exchange accurate information in these situations
* The person in this position frequently moves laptop computer, boxes of educational materials and screening equipment weighing up to 30 pounds
* Frequent operation of a computer or other electronic mobile device for purposes of documentation and communication
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties
* Staff who work in centers that serve infants will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations
* Provide the agency with a TB assessment at time of hire and every year thereafter

**Education and Experience**

**Required**

1. Completion of LPN program from accredited school
2. Possession of a valid Iowa License as a Licensed Practical Nurse
3. 2 years of experience in the nursing field

**Candidates offered the position must meet the following criteria**

1. Minimum age requirement of 18 per NAEYC and/or DHS licensing standards
2. Successful completion of all background checks at hire and thereafter according to agency and program standards.

**Other Duties**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Additional information

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| --- | --- | --- | --- |
| Program | Early Childhood | Management? (Yes/No) | No |
| Generic title | ECP Nurse LPN | FLSA status  Classification | Hourly, Non-Exempt  Casual |
| Pay grade | 3A | Created | May 2021 |
| EEO 1 Category 3 | Professional |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date