

## **MANAGER, WELCOME EVERY BABY (WEB) NURSES**

**Reports to:** Administrator, Children and Family Resource Services

**Division:** Educational Services

### **Our ideal candidate**

You are someone who understands that caring for a newborn can be a joyful and also difficult job and appreciates that both parents need support. You are a culturally competent and caring professional with an empathetic attitude.

### **General description**

Responsible for providing services to assigned families in accordance with WEB (Welcome Every Baby)/Family Connect protocols.

### **Specific duties and responsibilities**

- Provide home visits to assigned newborn babies and families in accordance with WEB/Family Connect protocols
- Consult with designated physician regarding newborn and mother medical needs and concerns
- Coordinate and collaborate with Family Resource Centers, physicians, WIC (Women, Infants, and Children), and other partners regarding mother/child/family status
- Provide training, including scheduling, with WEB nurses regarding service delivery and medical issues
- Provide input for all required grant reports
- Monitor program to ensure compliance with grant contracts
- Monitor program to ensure compliance with Family Connect protocols
- Provide documentation of nursing visit and WEB data collection as required
- Support WEB program outreach as needed between program and community resources
- Provide leadership and administrative oversight for a program that is geographically dispersed
- Supervise and evaluate nurses on a regular basis
- Perform other duties as assigned that support the overall objective of the position

### **Requirements**

**Education:** Bachelor's degree in nursing

**Experience:** A minimum of five years supervisory experience in post-partum newborn care is required.

### **Knowledge and Skills:**

- Requires knowledge of typical and atypical infant/child health, development and assessment
- Principles of early childhood mental health, infant brain development, infant attachment, and bonding
- Practiced at program implementation, community collaboration, and identifying community resources
- Understanding of Touchpoints philosophy and service delivery model

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- Sufficient human relation skills to work productively and cooperatively with parents and children in informal settings
- Adeptly exercises patience when conveying information, and demonstrates sensitivity to the needs of families and children

### **Abilities**

- Requires the ability to mentor staff
- Provide maternal and newborn assessments, lactation education, client education, and appropriate referrals
- Coordinate with a variety of professionals, provide training and scheduling, and community outreach activities
- Implement and monitor program guidelines and procedures
- Effectively conduct public presentations
- Analyze problems and develop solutions
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with individuals from diverse backgrounds and the community at large
- Work indoors engaged in work of a primarily sedentary nature
- Ordinary ambulatory ability to move about office and different home environments
- Sufficient manual and finger dexterity to operate personal computers
- Visual acuity to read computer screens and printed materials
- Auditory ability to carry on conversations in person and over the phone
- Perform all aspects of the position

### **Licenses and certificates**

- May require a valid California driver's license and insurance coverage required by law
- Requires valid CPR and first aid documentation
- Requires certification for Lactation Educator
- Requires Internationally Board Certified Lactation Consultant within 2 years of hire date
- California registered nurse license
- Public health nurse license

### **Working conditions**

Work is performed indoors with minimal exposure to health and safety concerns. Incumbent will travel to different sites/locations within the county.

### **Management Salary range: 19**

Approved by the Personnel Commission:	November 29, 2007
Revised:	November 16, 2017
Revised:	January 25, 2018