

Position Title: Pediatric Nurse**Reports To:** Family Support Team Coordinator

Job Summary: Communicates and coordinates with physicians and other health care providers regarding child health issues and concerns. Provides family resources coordination, intake assessment, and evaluation services utilizing an interdisciplinary, family-centered and culturally competent approach. Interprets complex medical information pertaining to children referred for services and coordinates care as requested.

Essential Functions:

1. Provides home intake assessment/inquiry
 - Screens health status and related records
 - Assesses child and family resources
 - Completes standardized evaluations as requested
2. Serves as Primary Consultant for Medically Related Services
 - Consults with staff regarding medical and health issues that have a potential impact on child and family program participation.
 - Reviews immunization records
 - Facilitates/Updates Seizure and Allergy/Asthma Care Plans
 - Provides specialized instruction consultation to families children with special health needs in group and/or home visit contacts as requested
 - Facilitates nutrition consultations
 - Provides medical consultations to children after Individual Family Service Plan (IFSP) is completed at staff request
 - Facilitates Medical Home Leadership Network meetings
 - Participates in team meetings for children with vision and/or hearing impairments
 - Coordinates with Family Support Team and attend team meetings
3. Provides Family Resources Coordination
 - Informs families of advocacy, support services, funding sources and community resources
 - Completes initial, 6-month, and Annual IFSP in coordination with all team members
 - Completes and maintains WA Family Resources Coordination certification
4. Maintains professional credentials
 - Attends appropriate trainings/seminars to enhance knowledge/skills
 - Continually upgrades knowledge of current research materials
 - Maintains WA registration/licensure as needed
5. Other duties as assigned.

Other Functions:

1. Employee is dependable and takes initiative in job duties
2. Employee communicates effectively with co-workers and consumers
3. Employee attends to accuracy and thoroughness of paperwork
4. Employee knows the Agency Mission and is Mission oriented

Required/Preferred Work Experience and/or Training:

- Bachelor’s Degree in Nursing required with an emphasis in pediatrics preferred.
- Children with special health and developmental needs experience preferred.
- Public Health /Parent Child Health nursing experience preferred
- Ability to obtain and maintain WA State Department of Health License as a Registered Nurse

Required Knowledge, Skills and/or Abilities:

- Knowledge of pediatric health conditions and pediatric drug therapy and immunizations.
- Ability to provide developmental screening, assessment, and evaluation.
- Knowledge of typical and atypical child development processes.
- Knowledge of the Individual Education Plan/Individual Family Service Plan process.
- Knowledge of community resources.
- Awareness of family economic and cultural issues as they relate to early intervention.
- Knowledge of infant mental health and parent-child interaction issues.

Required Licenses or Certifications:

- WA Family Resource Coordinator certificate (ability to complete required training upon hire)
- CPR/First Aid Certificate
- Washington State driver’s license, reliable transportation and insurance
- Food Handlers Permit, if requested
- Licensure as Registered Nurse

Physical Demands:

General Physical Demands	Critical for Job	Strength	Critical for Job
Climbing Stairs	Yes	Sitting (<i>paperwork, meetings</i>)	Yes
Bending/Twisting at Waist	Yes	Standing	Yes
Kneeling/Squatting	Yes	Walking	Yes
Crouching	Yes	Driving (<i>providing home visits</i>)	Yes
Reaching Above Shoulder	Yes	Lifting (<i>40+ pounds</i>)	Yes
Repetitive Arm/Hand Motion	Yes	Carrying (<i>40+ pounds</i>)	Yes
Handling/Grasping	Yes	Pushing/Pulling	Yes
Fine Finger Manipulation	Yes		
Talking – In Person	Yes		
Talking – On Phone	Yes		
Hearing	Yes		
Seeing	Yes		

Toxic Chemicals: Bleach is used to clean toys, must be able to tolerate exposure to chlorine bleach

Types of equipment/machinery or tools used on the job: vehicle to provide home visits, computer, telephone, copier, utensils and fabricated equipment.

Personal Protective Equipment required: gloves when cleaning up potentially hazardous or infectious materials; protective mask when performing CPR

I have reviewed this job description and feel I can perform the essential functions and physical demands with or without accommodation.

Employee: _____ Date: _____

Supervisor/Director: _____ Date: _____