



Job Description

Job Title: NewboRN Home Visiting Program – Nurse Supervisor

Department: MCH – NewboRN Home Visiting Program

Location: Alachua County, FL

Employment Type: Full-Time

Salary: \$70,000 - \$72,000; plus benefits

Posting Closes: Open until filled

Apply: <https://tinyurl.com/WF1031>



JOB SUMMARY

The NewboRN Home Visiting Program (NHVP) is a universal home visiting program serving families in Alachua County. The Nurse Supervisor provides clinical and programmatic supervision, staff development, reflective practice, and day-to-day oversight of NHVP nursing staff. The position also provides direct services to program participants, including postpartum and newborn home visits, health assessments, education, care coordination, and referrals to community resources. The Nurse Supervisor is responsible for supporting high-quality, family-centered services; maintaining program standards; monitoring documentation and data quality; and promoting continuous quality improvement.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the management team from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provide clinical and administrative supervision, coaching, reflective practice, support, and performance feedback to NHVP nurses.
- Assist with recruitment, interviewing, selection, onboarding, orientation, and ongoing training of nursing staff.
- Assess staff knowledge and clinical skills needs and develop strategies, training, and professional development activities to strengthen competency and service quality.
- Build and maintain clinical skills among nursing staff through case review, observation, coaching, education, and identification of appropriate training resources.
- Assign participants to nurses; monitors caseloads, scheduling, productivity, coverage, and timely completion of visits and follow-up activities.
- Conduct home visits as needed and complete maternal and newborn health assessments, education, support, and referrals in accordance with program protocols and nursing scope of practice.
- Maintain appropriate professional boundaries with participants and supports staff in applying consistent boundaries while delivering respectful, family-centered services.
- Identifies clinical concerns and ensures appropriate follow-up with obstetric, pediatric, primary care, behavioral health, or other healthcare providers when indicated.
- Coordinate with Family Partners and other program staff to address participant needs and connect families with appropriate community services and resources.

- Review nursing documentation for completeness, accuracy, timeliness, and compliance with program requirements; ensures timely and accurate data entry into required data systems.
- Monitor program data and reports, identifies trends and opportunities for improvement, and implements quality improvement strategies in collaboration with program and organizational leadership.
- Ensure program materials, supplies, equipment, and participant resources are appropriate, available, organized, and ordered in a timely manner.
- Assists with development and monitoring of program budgets related to nursing services, materials, equipment, supplies, and participant supports.
- Participate in organizational, departmental, program, funder, and community partner meetings and represents the program professionally with external partners.
- Support implementation of program policies, procedures, clinical protocols, safety practices, and funder requirements.
- Provide or coordinate coverage to support continuity of program operations and participant services.
- Conduct outreach and build relationships with prenatal care providers, hospitals, pediatric practices, and other healthcare partners to increase awareness of the NewboRN Home Visiting Program, strengthen referral pathways, and promote timely identification and referral of eligible families.
- Complete additional training and obtain relevant certifications, such as lactation and child passenger safety technician, to continually expand professional skills and improve service delivery to program participants.
- Maintain current knowledge of maternal and infant health issues, evidence-based practices, and applicable program requirements.
- Maintain a professional demeanor in appearance, communication, and conduct.
- Maintain current Registered Nurse licensure in good standing.
- Perform other duties as assigned and adhere to agency policies, program standards, and supervisory guidance.

KEY ATTRIBUTES AND CORE COMPETENCIES (i.e., Knowledge, Skills, and Abilities for an Employee to Be Successful)

- Strong clinical judgment and knowledge of maternal, newborn, postpartum, and community health.
- Knowledge of community resources and support services.
- Proficiency with computer systems, including Microsoft Office, internet-based platforms, electronic data systems, and virtual meeting tools.
- Effective supervision, coaching, staff development, and performance management skills.
- Ability to balance supervisory responsibilities with direct service delivery and program operations.
- Strong written and verbal communication skills.
- Professional interpersonal skills, including courtesy, compassion, tact, and discretion.
- Ability to exercise sound judgment and discretion when handling confidential and sensitive information.
- Ability to establish and maintain appropriate professional boundaries with participants and staff.
- Strong organization, time management, problem-solving, and attention to detail.
- Ability to work collaboratively with families, healthcare providers, community partners, and multidisciplinary teams.

- Ability to lead, coach, support, and hold staff accountable while fostering effective teamwork and professional growth.
- Commitment to culturally responsive, trauma-informed, family-centered care and service delivery.
- High level of professionalism, ethical conduct, self-motivation, and reliability.

QUALIFICATIONS

- Current, unrestricted license as a Registered Nurse in the State of Florida required.
- Bachelor's degree in Nursing (BSN) required.
- Experience in maternal and child health, public health, community health, postpartum/newborn care, or home visiting strongly preferred.
- Experience in nursing supervision, staff development, program coordination, or program management preferred
- Experience providing services in community or home-based settings preferred.
- Proficiency with electronic documentation, data systems, Microsoft Office, and routine program reporting.
- Bilingual or Spanish speaking experience desirable

DRIVING REQUIREMENTS

- Possess a valid Florida Driver's License (required)
- Must have a reliable vehicle
- Ability to travel throughout the program service area and to meetings, trainings, and community locations as needed.
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes)

OTHER REQUIREMENTS

- An FDLE background check and Level II Background Check will be required and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.
- Health screening as required by the hospital for credentialing.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Ability to work a flexible schedule including some evenings and weekends.
- Ability to stand, walk, bend, kneel, stretch, reach, and climb stairs for extended periods.
- Ability to remain in a stationary position approximately 25% of the workday.
- Ability to work in office, home-based, and virtual environments as required.
- Ability to move within office settings to access files, equipment, and supplies.
- Ability to consistently operate a computer and standard office equipment.
- Ability to observe, assess, and focus on detailed information for extended periods.
- Ability to read, interpret, and complete forms and documentation accurately.
- Ability to lift and carry up to 50 pounds.