



## **Nurse Leader Job Description**

The Upper Valley Community Nursing Project (UVCNP) was incorporated as a non-profit in 2019. Conceived in 2011, UVCNP is based on a holistic philosophy of nursing that dates back to the 19<sup>th</sup> Century. The organization strives to assist, strengthen, and sustain the regional Community and Parish Nursing Programs serving the needs of rural communities in New Hampshire and Vermont and to assist in the initiation and development of new Community and Parish Nursing Programs.

Core areas of focus are:

- Education, mentoring and support to affiliated community and parish nurses.
- Advisory support to regional community boards, parish health ministries and local steering committees concerning community home nursing programs.
- Advocacy for community and parish nursing in the wider region, program marketing.
- Coordination of all aspects of program wide electronic documentation tools for client records, evaluation of outcomes and effectiveness of the care provided (includes DHConnect and RedCap).

UVCNP is managed by a Board of Directors and an Executive Director/ Organizational Consultant. UVCNP is registered with the State of New Hampshire and is a recognized 501(c)(3) organization with the IRS. The Nurse Leader role is responsible for specific activities related to the Strategic Goal of UVCNP to support community and parish nurses.

### **Position Responsibilities**

This is a part-time, contracted position and hours are negotiable. The Nurse Leader will work in collaboration with the Organizational Consultant. Hours are flexible with the opportunity to work from home. Responsibilities include the following:

- Develop and maintain an updated Community/Parish nurse orientation program/packet.
- Oversee the organization, scheduling and hosting of all Community/Parish Nurse meetings including preparation of agendas and notices of meetings and continuing education offerings that will strengthen and inform nursing practice.
- Follow up regarding issues raised at nursing meetings or calls including disbursing issues for follow up to ED/Organizational Consultant, the Board, or appropriate resources.

- Participate with nurses, board members and ED/ Organizational Consultant in conversations with communities that are interested in developing a Community Nurse program.
- Collaborate with newly hired community/parish nurses and their community advisory boards to plan and support orientation to the role.
- Participate with ED/OC and board members in maintaining relationships with key stakeholders that support the operations of UVCNP.
- Identify and communicate the needs of community/parish nurses related to the Electronic Documentation System (RedCap).
- Participate in reviews of data from the Electronic Documentation System (RedCap) regarding the care community/parish nurses provide and the impact of that care on their clients.
- Participate in creating various reports for the board, communities and for grant purposes.

### **Skills and Knowledge**

- Familiar and supportive of the concept and practices of UVCNP.
- Familiar with the typical movement of patients among the components of the continuum of care.
- Familiar with the issues of older adults and others at home and within the health care system.
- Ability to advocate for the value of the Community Nursing model to communities and the health care system.
- Aware of the need for data to further Community/Parish programs and that can be used for the funding of community/parish programs and UVCNP.
- Understands the clinical, educational, and supportive needs of community/parish nurses and has creative ideas regarding how to meet them.
- Managerial experience, preferably in-home health care/community-based programs.
- Excellent interpersonal and verbal/written communications skills.
- The ability to work as a member of a team.
- Competent computer skills and comfort assisting others as needed.

### **Qualifications and Requirements**

- Minimum of ten years of nursing experience.
- Managerial experience, preferably in community-based programs.
- Valid registered nursing license in NH and VT or willingness to obtain.
- BSN preferred.