

**Position:** Nurse Consultant (Tier 3)

**Reports to:** Program Director – Child Care Health Consultant Network

**Purpose of Position:** The Nurse Consultant works towards enhancing the child care provider experiences by providing health industry expertise and resources to help child care providers make fact-based decisions about health-related issues, as well as helping the Child Care Health Consultants be informed about healthcare standards. The Nurse Consultant collaborates with directors, teachers, and family child care providers and promotes best practices to ensure children’s safe and healthy development. The Nurse Consultant provides guidance to child care programs in partnership with the Child Care Health Consultants by participating in consultation visits.

**Status:** Non-exempt

**Salary Range:** \$50,000 - \$65,000

## Duties and Responsibilities

### Conducts the work necessary to carry out goals and outcomes including, but not limited to:

- Provides ongoing advice and consultation to the Child Care Health Consultation team about proper procedures, problem solving, and child safety from a health care professional perspective.
- Provides technical support to child care programs; works with child care programs to assess the current status of health, safety, and wellness practices and to establish goals for the technical assistance consultations.
- Provides consultation to answer questions on health and safety issues (in alignment with public health guidance and healthcare standards) common in child care, such as:
  - Prevention of infectious disease (social distancing, group size, cloth face coverings, sanitizing/disinfecting, health checks, staff health, etc.), reading cleaning labels, handwashing, injury prevention, nutrition, behavioral problems,
  - Caring for children with chronic health conditions and other special needs,
  - Child growth and development,
  - Child abuse and violence prevention,
  - Oral health,
  - Maternal health, and
  - Access to special services and resources
- Establishes a collaborative approach to consultation that recognizes the autonomy, strengths, and expertise of child care programs.
  - Promotes addressing health and safety concerns that reflects the needs of the child care program, staff, children, and families served.

### Demonstrates team leadership skills by carrying out the following tasks on a regular basis, such as:

- Provides education in healthcare practices and the prevention of illness to a variety of licensed child care programs.
- Provides orientation for new child care health consultation team members.
- Increases partnerships by representing Child Care Aware of Kansas and Child Care Health Consultation to a variety of healthcare groups and entities, such as the Kansas State Nurses Association.

**Contributes to electronic communication regarding health & safety messaging including, but not limited to, email blasts, electronic newsletters, community education materials, etc.**

**Ensures data accuracy by completing the following activities, but not limited to:**

- Maintains records in WorkLife Systems (WLS) related to training, technical assistance, and other activities.

**Delivers professional development events to child care providers as needed.**

**Participates in meetings, trainings and conference calls to support communication and goals and outcomes including, but not limited to:**

- Participates in Child Care Aware® of Kansas meetings/conferences.
- Completes annual professional development to keep current with best practice and research in the field of early childhood development.
- Participates in Train-the-Trainer events.
- Participates in community meetings.

**Maintains competency and professional currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required.**

**Promotes and conducts the work of Child Care Aware of Kansas by engaging in regular communication with child care providers, community level partners (such as child care licensing surveyors, other early childhood agencies, etc.).**

**Completes required Child Care Aware® of Kansas employee reports and duties timely and in accordance with organizational policies, including but not limited to:**

- Monthly credit card report, timesheet, car maintenance report, and employee expense report, etc.

**Distributes materials to promote and inform child care providers, families, and community partners about early childhood development and quality child care.**

### **Education:**

A Bachelor of Science in Nursing or Bachelor of Science in a health-related field is preferred. College Health Nursing Certification is required. Five years of nursing experience is required. Must be actively licensed as a Registered Nurse in the state of Kansas.

### **Experience:**

- Proficient using Word, Excel, Power Point, and other Microsoft Office based software.

- Familiarity with Survey Monkey, Zoom, TEAMS and other internet communication technology preferred.
- Experience in nonprofit environment preferred.
- Experience providing and facilitating group meetings and activities preferred.
- Experience conducting professional development events for child care providers and the community preferred.

### **Special Knowledge and Skills:**

- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Knowledge of [Caring for Our Children](#) and Centers for Disease Control and Prevention (CDC) resources is preferred.
- Strong organization and time management skills, with ability to work independently and collaboratively.
- Effective listening and problem-solving skills.
- Excellent oral and written communication skills (in person and in virtual interactions).
- Ability to complete tasks in a timely manner and to multi-task.
- A passion for increasing the quality of child care for children and their families.
- Ability to adapt to changing situations and priorities.

### **Miscellaneous Requirements:**

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including some weekend, evening, and overnight travel.
- Valid Kansas driver's license.

### **EEO Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

### **Disclaimer**

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.