

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** ICHAP NURSE **GRADE:** 14  
**TITLE ABBREVIATION:** ICHAP NURSE **TITLE NO.:** 6409  
**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**     **EEO CODE:** PR **FLSA CODE:** PR(1)  
**DEPARTMENT:** PUBLIC HEALTH **DIVISION:** EARLY INTERVENTION  
**SUPERVISOR'S TITLE:** ICHAP COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the provision of services to Orange County children at risk for developmental delay and their families under the Infant-Child Health Assessment Program (ICHAP) and Maternal Support Program, integral parts of Early Intervention Services. The incumbent ensures the early identification, location, referral to care and follow-up of infants and toddlers at risk for developmental and physical disabilities. Work is performed under general supervision of the ICHAP Coordinator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Provides developmental screenings, family assessment and education in clients' homes;
2. Assists family in accessing referrals for child and/or family health, health related and social service needs;
3. Monitors children and families progress for service needs;
4. Performs Hepatitis B follow up for mother and children;
5. Participates in "Childfind" program and educates public on children's risk factors thru group presentation and outreach;
6. Interfaces with hospitals and doctors to arrange medical follow up to hospital discharge plans and health maintenance;
7. Enters case activity into ICHAP and Maternal Support systems using a keyboard and retrieves information as needed;
8. Participates in local and regional committees and Health Advisory Boards;
9. Attends in-service trainings to update nursing knowledge and skills;
10. May fill in for ICHAP Coordinator as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of current nursing practice; thorough knowledge of screening procedures; thorough knowledge of child development and developmental disabilities; thorough knowledge of service coordination and case management; good knowledge of the epidemiological approach to the prevention and control of disease; good knowledge of family dynamics, health promotion, and cultural aspects of health care; working knowledge of the administrative organization of public health and other social services within the community; skill in the application of nursing techniques; skill in newborn and family assessment; skill in service coordination and case management; skill in screening techniques; skill in analysis and evaluation of vital statistics and assessment data; ability to develop and use computer skills appropriate to the position; ability to plan and instruct children and families and community agency staff in public health practices; ability to establish and maintain effective relationships with clients of various educational, economic and cultural backgrounds; ability to read, understand and interpret moderately complex written information; ability to communicate effectively, both orally and in writing; tact; good judgment; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing as well as licensure and current registration to practice as a registered professional nurse in New York State.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license.

**NOTE:** Incumbents must maintain registration to practice as a registered professional nurse in New York State and a valid driver's license throughout employment.