

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY
HEALTHY FAMILIES AMERICA HOME VISITOR
POSITION DESCRIPTION**

Job Title:	Home Visitor
Program/Dept:	Child & Family Services
Reports To:	Home Visiting Supervisor
FLSA Status:	Regular/Full-Time/Non-Exempt
Probationary Period:	Ninety (90) days
Salary Range:	Updated Annually

GENERAL DESCRIPTION

The home visitor will visit families to establish a trusting relationship, assess their resource needs, and provide families with the necessary support, education, and resources during pregnancy through age three. Families are empowered to develop and use the necessary parenting skills needed to raise happy, healthy children. The home visitor uses specific curriculum and techniques to teach, model and grow parents' confidence in their abilities to positively parent their child/ren and encourage development while maintaining a safe, healthy environment. The home visitor provides support and is responsible for these home-based services in accordance with the standards of the Health Families America guidelines and contract. The home visitor will manage a caseload in compliance with capacity requirements.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in social work, counseling, education, human services or related field.
- At least two (2) years of related experience in service delivery to prenatal families and/or families with children birth to age 3.
- Knowledge of community resources in Strafford County.
- Advanced computer literacy including: Excel, Word, and Outlook.
- Parents as Teachers Certification or ability to obtain as necessary.

DUTIES AND RESPONSIBILITIES

- Deliver Healthy Families America (HFA) services to assigned children and their families, consistent with the mission of CAPSC.
- Coordinate home-based activities.
- Work with families and HFA team towards developing a plan for each child and family, taking into consideration the program goals, the individual needs of the family, and community resources.
- Encourage and support parent involvement and participation according to program guidelines.
- Use relationship-based approach with families to build trusting relationships utilizing skills that include: empathetic understanding, genuine caring, problem solving, support, sensitive communication, and cultural awareness.
- Promote safe, nurturing environments for children by educating parents in child development, child health, safety and parenting skills.

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- Help each child and parent develop positive self-esteem.
- Help families learn healthy coping skills that will assist them in their everyday lives.
- Help families deal with crisis situations.
- Act in a support role as an advocate for child and family, addressing unmet family needs.
- Provide support to families through information, education and referrals to appropriate resources. Follow-up on referrals with parents and agency of referral when appropriate.
- Maintain current and accurate records, with adequate provisions for confidentiality. Ensure all records are up-to-date.
- Openness to reflective, weekly supervision.
- Attend team meetings and actively participate as a member of the home visiting team.
- Seek out and participate in opportunities for growth by attending professional training conferences/workshops as directed by your supervisor.
- Any other duties assigned by your supervisor for the benefit of the program and/or agency.

COMMUNICATION SKILLS

- Be able to communicate effectively with staff, volunteers, and families on a regular basis
- Good communication skills and ability to follow verbal and written instructions.
- Ability to read, write, and communicate instructions

SUPERVISORY RESPONSIBILITIES

- N/A

GENERAL EXPECTATIONS

- Respects confidentiality of information about agency staff, personnel issues, and other program operations.
- Strong commitment to maintaining confidentiality
- Plan, assign, coordinate, organize and prioritize work.
- Models direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff and community members.
- Energetically engages people, issues and work.
- Applies the highest ethical standards to themselves and others on a daily basis.
- Supports other in their efforts to be productive and effective and succeed in work and life.
- Acceptance of individual differences.
- Actively participates in teambuilding, which includes sharing ideas and mutual support of team members.
- Consistently uses interpersonal skills that are appropriate for individual styles, personalities, cultures, the nature of the work, and the environment in which the work is being done.
- Practices honest, respectful and direct communication as well as active listening.
- This position requires the holder to be accessible by mobile device during working hours.

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EMPLOYMENT SCREENING

Valid Driver's License and insured vehicle (100/300 minimum coverage) for use on the job or acceptable alternative, driving record check, criminal record check, randomized drug screening.

Head Start, Early Head Start, Childcare, and Home Visiting Programs are also subject to the following: Head Start and child care licensing requires a criminal record check and finger printing to be completed prior to employment. An initial physical examination record, including a TB screening must be obtained within 60 days of hire, updated every three years and kept on file with Human Resources. If a TB screening indicates high risk, results of a TB test must be kept on file including any treatment received. An initial driving record check will be conducted. License information will also be submitted to the agency's automobile insurance carrier.

MISSION VISION & VALUES

Our Mission: To educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency.

Our Vision: To eliminate poverty in Strafford County.

Our Values: Compassion, Education, Sufficiency, Transparency, Accountability, Teamwork, Client Focus and Professionalism.

ACKNOWLEDGEMENT:

- I have read and understand the explanation and position description.
- I have the ability to complete the functions and duties outlined in the position description.
- The job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.
- If I have any questions regarding the information I have read or the interpretation of any requirements, I will bring them to the attention of my supervisor.

Date: _____ Signature: _____

Name printed: _____