

South Heartland District Health Department

Job Description

TITLE: Home Visitation Intake Specialist / Parenting Coach Working Title: Home Visitor	OCCUPATION: Public Health Administration
AGENCY: South Heartland District Health Department	FLSA STATUS: Non-Exempt
EMPLOYMENT STATUS: Full-time Regular (1.0 FTE) REPORTS TO: HFA Supervisor	DATE: September 9, 2024 SALARY RANGE: \$16.28-\$27.35

MINIMUM QUALIFICATIONS:

GENERAL: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION: Minimum of a high school diploma and bilingual (fluent Spanish/English).

EXPERIENCE:

- Experience working with or providing services to children and families
- An ability to establish trusting relationships
- Acceptance of individual differences
- Experience and willingness to work with the culturally diverse populations present among the population
- Knowledge of infant and child development and parent-child attachment;
- Open to reflective practice (i.e., has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision, etc.)

CERTIFICATE, LICENSES, REGISTRATIONS:

- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Vaccination requirements: TB baseline, Tdap, MMR, Hepatitis B, Varicella, Influenza, up-to-date on COVID-19.

JOB SUMMARY: The Intake Specialist/Parent Coach is responsible for assessment of potential clients for eligibility in the program and developing and maintaining regular and long-term contact and support with families through home visitation.

ESSENTIAL DUTIES:

Follow the Healthy Families America model to implement evidence-based home visitation using *Parents as Teachers* curriculum and Circle of Security by doing the following:

1. Initiate prescribed home visits and maintain long-term contact/support with families (up to three years). Activity will occur primarily within the family's home and last at least one hour per visit.
2. Provide family-centered, strength-based coaching directed at establishing a trusting relationship; assist parents in optimizing the home environment; assist family in identifying and improving family support systems; increase parents independent problem solving and child advocacy skills.
3. Identify and refer to other supportive agencies, including healthcare appointments, as needed.
4. Assist families in establishing goals and plans for accomplishing them.
5. Assess normal growth and development of the target child. Screen parents for depression, violence, and parenting skills.

6. Follow Healthy Families America accreditation standards.
7. Keep accurate database records up to date using the data system
8. Keep signatures for permission and renewal documented.
9. Attend and/or participate in conferences, workshops, and other training related to job functions.
10. Work with families involved with Department of Health and Human Services.
11. Contribute to the work environment within SHDHD with an emphasis on professional growth, teamwork and productivity.
12. Meet for reflective supervision weekly with supervisor.
13. Travel throughout the South Heartland District's 4 counties, depending on location of families being served.
14. Occasionally work some evenings and/or weekends.

OTHER:

- Comply with all SHDHD personnel policies and procedures, including all established safety and emergency response procedures, and all HIPAA and SHDHD confidentiality and privacy policies and practices.
- Participate in SHDHD and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job functions.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued
- Actively participate in performance management and quality improvement activities
- Contribute to and participate in maintaining accreditation, implementation of SHDHD Strategic Plan, community health assessments, and community health improvement plan
- Perform other projects and duties as assigned by Home Visitation Supervisor or Program Manager

BEHAVIOR EXPECTATIONS: Treats others with courtesy and respect in all interactions and abides by SHDHD's Guiding Principles.

SCOPE OF AUTHORITY: Employee is not responsible for supervising other personnel.

SCOPE OF CONTACT WITH CLIENT POPULATION: In the course of performing the duties of this job, the employee will encounter and need to work effectively with volunteers, board members, local and state government officials, media, representatives of community organizations, and interested/impacted individuals from preschool to the geriatric age group, from varying cultural and ethnic backgrounds, from diverse regional locations, and from differing service-related industries.

FINANCIAL: Work within limitations of program budget, being mindful of the need for cost-effective use of resources. Provide data as requested to support financial reporting. Prepare reports and gather documentation for timely program invoicing and program accountability.

SECURITY/ACCESS: This employee will be issued picture identification and understands and complies with agency security/access policies and procedures.

EXPOSURE TO HAZARDS: General office environment. General office setting in the SHDHD office sites, homes of clients, as well as community sites. Equipment used to perform functions includes computer, fax, copier, personal or department-rented vehicle, cell phone, tablet, and public health equipment and supplies. This job may encompass light lifting, standing, walking, being seated for periods of time, possible overtime, driving, and some overnight travel. The employee may need to drive in inclement weather and must have the ability to navigate out-of-town travel. Although universal precautions will be encouraged, there may be a slight risk that the employee can be exposed to a communicable disease or an unsanitary environment while delivering home visitation and health services.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: This position will require the following knowledge, skills, and abilities:

- Maturity and experience in successfully working with children (0-5 years of age) and their families
- Knowledge of typical child growth/development and parent-child relationships
- Ability to relate to families from a strength-based model even in a chaotic family environment; ability to approach families from a family-centered service model
- Demonstrate motivation and the ability to learn and practice basic supportive skills
- Non-judgmental
- Creative and knowledgeable about community resources
- Ability to establish and maintain personal/programmatic boundaries, while providing supportive services
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value system and behavior norms
- Believes in and is comfortable with advocating for nurturing, nonviolent discipline of children
- Experience in working with culturally diverse communities and families with the ability to be culturally sensitive and appropriate
- Demonstrate good communication and organizational skills
- Exhibit high standard of ethical principles of public health within the department and in the community
- Assure delivery of optimum service by making appropriate use of time to accomplish job objectives
- Demonstrate professionalism and promote good public relations.
- Ability to utilize computer (esp., Microsoft Office and Access-based electronic databases) to support home visitation and community health nursing activities
- Ability to understand, issue and carry out complex oral and written directions
- Understand and work toward fulfillment of the Core Competencies for Public Health Professionals (Council on Linkages, October 2021)

IDENTIFIED CORE COMPETENCIES OF PUBLIC HEALTH:

Tier 1 – Front Line Staff/Entry Level. Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support. (from: Core Competencies for Public Health Professionals, Council on Linkages, 2021).

There are 8 domains of public health competency: Data Analytics and Assessment Skills, Policy Development and Program Planning Skills, Communication Skills, Health Equity Skills, Community Partnership Skills, Public Health Sciences Skills, Management and Finance Skills, Leadership and Systems Thinking Skills. Upon hire, new employees will complete a self-assessment of core competencies and, if needed, will work with their supervisor to develop a plan for core competency development that will support their specific position.

This position qualifies for non-exempt status as defined in the Fair Labor Standards.
The position of Home Visitation Intake Specialist / Parenting Coach requires 30-day notice of resignation.

I have read the above job description and agree to carry out the responsibilities described therein.

Signed: _____ Date: _____

Director: _____ Date: _____