

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

Position: **Healthy Babies (HB) Program
HFA Family Support Worker/Home Visitor**

Compensation: **\$21.80/hour-full-time position; Non-Exempt**

Definition: **Under the direction of Supervisor, the HB Home Visitor shall conduct outreach and conduct home visits with assigned families from the Nevada City office. The Home Visitor will help families identify strengths, develop a strong parent/child bond, set and meet goals, and develop parenting skills.**

Bilingual speaker, fluent in English/Spanish required.

Examples of Duties:

- a. Attending all mandatory meetings and trainings as assigned.
- b. Abiding by all program policies and procedures.
- c. Providing outreach activities to engage or re-engage families.
- d. Providing a variety of case management services to the families based on the level of need for the individual family.
- e. Assisting families with goal setting and supporting them to reach their goals.
- f. Providing interactive, engaging activities to promote parent/child interaction.
- g. Assisting the family in establishing a medical home and keeping immunization and well-baby appointments.
- h. Assisting families in locating, accessing and utilizing existing community services and resources.
- i. Attending weekly reflective supervision sessions and be prepared with questions related to delivering the best services to families.
- j. Engaging in weekly staff meetings and group supervision.
- k. Documenting every home visit within 1 week of the visit.
- l. Submitting all necessary forms to Supervisor by partners, funders, and *Healthy Families America* (HFA) as required.
- m. Completing all necessary confidentiality and family rights paperwork upon family enrollment.
- n. Conducting developmental screenings for all assigned children; and other assessments as required.
- o. Maintaining and promoting a sense of teamwork.
- p. Representing Foothills Healthy Babies in a positive, professional manner at all times.
- q. Working collaboratively with the Family Assessment Worker and Supervisor during family assignments.
- r. Maintain client confidentiality.
- s. Adhere to and maintain professional boundaries.
- t. Performing related duties as assigned.

Minimum Employment Qualifications:

Candidates must have a minimum of a high school diploma. A Bachelor's degree is preferred in Social Work, Psychology, Counseling or other related Social Service field from an accredited college or university. Five years' experience working directly with clients in a community-based and service organization can be substituted for a bachelor degree.

Additional Specific Qualifications:

Knowledge of word processing; ability to compile data for written and oral reports; ability to give presentations representing the Agency and the Program. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children, as needed. Ability to legally drive a motor vehicle.

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Employee must have a car, a valid driver license and proof of valid automobile insurance.

All employees are required to be vaccinated against COVID-19, unless they are entitled to a reasonable accommodation under applicable law.

Position is dependent on continued funding.