

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

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

Compensation: **\$21.16- \$22.37/hour; 40 hours per week; Non-Exempt**

Definition: **This is a combined position of Home Visitor and Family Assessment Worker (FAW). Under the direction of Supervisor, the HB Home Visitor/FAW shall conduct outreach in the Truckee community, conduct assessments to determine eligibility, and process referrals (FAW). The position will also have a caseload of participants enrolled into the HB home visiting program and conduct home visits with assigned families (Home Visitor). Once enrolled, 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 Combined Position Duties:

- a. Attends all mandatory meetings and trainings as assigned.
- b. Abides by all program policies and procedures.
- c. Provides outreach activities to engage or re-engage families. Assists families in locating, accessing and utilizing existing community services and resources.
- d. Attends weekly reflective supervision sessions and be prepared with questions related to delivering the best services to families.
- e. Engages in weekly staff meetings and group supervision.
- f. Submits all necessary forms to Supervisor required by partners, funders, and *Healthy Families America* (HFA).
- g. Completes all necessary confidentiality and family rights paperwork upon family enrollment. Maintaining and promoting a sense of teamwork. Representing the *Healthy Babies* Program in a positive, professional manner at all times.
- h. Works collaboratively with coworkers and Supervisor during family assignments.
- i. Maintains client confidentiality.
- j. Adheres to and maintain professional boundaries.
- k. Performs related duties as assigned.

Examples of Assessment (FAW) Duties:

- a. Collects and scores all screens/questionnaires to ascertain which families qualify for services.
- b. Conducts family assessment interviews in the home, office or other environment conducive to the family while relying on memory to capture the details of the meeting.
- c. Writes complete and thorough interview summations; scores summations and submits to the Supervisor for review in a timely manner.

- d. Becomes familiar and current with all available family resources in Nevada County.
- e. Assists in the development and maintenance of program referral networks with local community providers and partners;
- f. Determines and provides appropriate service referrals and program information for non-enrolled families.
- g. Works with Home Visitors to review assessment outcomes in conjunction with the Supervisor.
- h. Helps to coordinate and assist with family socialization activities and events.
- i. Performs related duties as required.

Examples of Home Visitor Duties:

- a. Provides a variety of case management services to the families based on the level of need for the individual family.
- b. Assists families with goal setting and supporting them to reach their goals.
- c. Provides interactive, engaging activities to promote parent/child interaction.
- d. Assists the family in establishing a medical home and keeping immunization and well-baby appointments.
- e. Documents every home visit in a timely manner adhering to *Healthy Babies* policy.
- f. Conducts developmental screenings for all assigned children; and other assessments as required.
- g. Performs related duties as required.

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; and two years of experience working with clients in a community based setting. Five years' experience working directly with clients in a community-based and service organization can be substituted for a bachelor degree.

Additional Qualifications:

Knowledge of word processing; ability to compile data for written and oral reports; ability to give presentations representing the Agency and the Program. Experience in assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, confident and assertive; and experience with Active Listening.

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 be able to legally drive a motor vehicle, have a currently registered car, a valid driver license and proof of valid automobile insurance. 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.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

Application Instructions: go to: www.caofnc.org to submit a resume, Child Advocates of Nevada County application for employment, cover letter and a list of three references by Monday June 7, 2021.