

**CHILD ADVOCATES OF NEVADA COUNTY JOB
DESCRIPTION**

Position: **Healthy Babies (HB) Program
HFA Home Visitor/Assessment Worker, Truckee site**

Compensation: **\$21.80 home visitor; \$22.37 for assessments- 40 hours per week;
Non-Exempt**

Definition: Under the direction of the Supervisor, the Home Visitor (HV) conducts outreach in the Truckee community, carries a caseload of participants enrolled into the HB home visiting program and conducts home visits with assigned families. The HV will also provide family assessments (initial FROG assessment) and in most cases, keep the family as a home visitor. HVs provide families with a parenting and development curriculum, provide child development support, identify strengths, assist moms to develop a strong parent/child bond, help parents to set and meet goals, and provide resources.

Must be fully vaccinated for the Covid-19 virus.

1. Position Duties:

- a. Attends all mandatory meetings and training 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 is 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 CHVP, partners, funders, and *Healthy Families America* (HFA).
- g. Completes all necessary confidentiality and family rights paperwork upon family enrollment.
- h. Maintains a sense of teamwork representing the *Healthy Babies* Program in a positive, professional manner at all times.
- i. Works collaboratively with team and Supervisor during family assignments.
- j. Maintains client confidentiality.
- k. Adheres to and maintains professional boundaries.
- l. Performs related duties as assigned.

2. Family Assessment (FAW) Duties:

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- a. Collects and scores all screens/questionnaires and determines eligibility. Conducts family assessment interviews in the home, office, or another environment conducive to the family while relying on memory and notes to capture the details of the meeting. Writes complete and thorough interview summations; scores summations and submits to the Supervisor for review in a timely manner. Becomes familiar and current with all available family resources in Nevada County.
- b. Assists in the development and maintenance of program referral networks with local community providers and partners.
- c. Determines and provides appropriate service referrals and program information for enrolled families.
- d. Works with Home Visitors to review assessment outcomes in conjunction with the Supervisor as appropriate.
- e. Helps to coordinate and assist with family socialization activities and events.
- f. Performs related duties as required.

3. 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, or education in Social Work, Psychology, Counseling or other related Social Service field from an accredited college or university is preferred; and two years of experience working with clients in a community based setting is preferred.

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, user of active listening skills.

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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. Must be fully vaccinated against the Covid-19 virus. 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

This job description provided above for the position of Home Visitor/Family Assessment Worker is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

Print Name of Employee _____
Date

Signature of Employee _____
Date

Print Name of Supervisor _____
Date

Signature of Supervisor _____
Date