

## **CHILD ADVOCATES OF NEVADA COUNTY JOB DESCRIPTION**

**Position:**                   **Healthy Babies (HB) Program**  
**Home Visitor, Nevada City/Grass Valley**  
**areas**

**Compensation:**  
**\$23/hr full-time, nonexempt, 35 Hours Wk**

**Minimum Requirements:**

Minimum of a high school diploma or equivalent • experience in working with or providing services to children and families • an ability to establish trusting relationships • acceptance of individual differences • experience and humility to work with culturally diverse families • knowledge of infant and child development • willing to engage in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing the value of supervision, etc.)

**Definition:**

Under the direction of the Supervisor, the Home Visitor (HV) conducts outreach in the assigned Nevada County area. Carries a caseload of participants enrolled in the Healthy Babies program via the California Home Visiting Program and conducts home visits and assessments with assigned families. The HV will provide families with parenting and development curriculum, parent/child activities, provide child development support, identify strengths, assist parents to develop a strong parent/child bond, help parents to set and meet goals, and provide resources. This position also reserves a few hours in the schedule as needed for family assessment work.

**\$1,000 bonus after completion of probation for Bilingual in Spanish.**

**Duties:**

1. Provides a variety of case management services to the families based on the level of need for the individual family.
2. Assists families with goal setting and supporting them to reach their goals.
3. Provides interactive, engaging activities (from curriculum) to promote parent/child interaction.
4. Assists the family in establishing a medical home and keeping immunization and well-baby appointments.
5. Documents every home visit in a timely manner adhering to policies and HFA standards.
6. Conducts developmental screenings for all assigned children; and other assessments as required (training provided).

7. Performs related duties as required.
8. Attends all mandatory meetings and training as assigned.
9. Abides by all program policies and procedures, HFA and State requirements.
10. Provides outreach activities to engage or re-engage families. Assists families in locating, accessing, and utilizing existing community services and resources.
11. Attends weekly reflective supervision sessions with supervisor and is prepared with questions related to delivering the best services to families.
12. Submits all necessary forms to Supervisor required by partners, funders, and *Healthy Families America* (HFA).
13. 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.
14. Works collaboratively with coworkers and Supervisor during family assignments.
15. Maintains client confidentiality.
16. Adheres to and maintains professional boundaries.
17. Performs related duties as assigned and requested to meet the needs of the program and team.

**Additional Qualifications:**

Knowledge of word processing and Microsoft products; ability to compile data for written and oral reports; ability to give small presentations representing the agency and the program in community meetings. Some 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.

**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's 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.

This position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

Signature page for full-time Home Visitor position.

This job description provided above for the position of Home Visitor 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**