



## Job Description

### **Position Identification: Bilingual Home Visitor (English and Spanish) Healthy Families of Benton and Linn Counties**

**Posición de resumen:** Esta posición es responsable para promover el desarrollo saludable de familias ofreciendo visitas a domicilio intensas prenatalmente y a padres de recién nacidos en los condados Linn y/o Benton. El visitante a domicilio ayuda a familias con acceso a servicios de apoyo, mejoría de las habilidades paternas y desarrollo infantil positivo. Esta persona proporcionar amplio manejo del caso, establecimiento de metas familiares y enlaces a servicios, apoyo y evaluación. Visitantes a domicilio se aseguran de que se cumplan todos los estándares de desempeño de Familias Saludables y que se sigan las políticas y procedimientos de la agencia Old Mill Center (OMC).

**Position Summary:** This position is responsible for promoting the healthy development of families by offering intensive home visits prenatally and to parents of newly born children in Linn and/or Benton Counties. The Home Visitor assists families with access to support services and the enhancement of parenting skills and positive child development. This person will provide comprehensive case management, family goal setting, and linkages to services, advocacy, and evaluation. Home Visitors ensure that all Healthy Families performance standards are met and Old Mill Center (OMC) agency policies and procedures are followed.

**Responsible to:** The Healthy Families Home Visitor reports to the Healthy Families Supervisor.

### **Qualifications**

The Home Visitor should have a minimum of an AA degree in child development, early childhood education, or a related field. Oral and written proficiency in English and Spanish is required. The home visitor must have the ability to work effectively with low-income families, to display warmth, empathy, and genuineness with others, to use a positive approach in directing and redirecting child behavior, to be able to function effectively in cross-cultural situations and to work cooperatively as a member of a service delivery team.

### Additional Qualifications Include:

- An ability to establish trusting relationships
- Acceptance of individual differences
- Experience and willingness to work with the culturally diverse populations that are present among families served in Linn & Benton Counties
- Knowledge of infant and child development

- Openness to reflective practice. Candidate has the capacity for introspection, communicates awareness of self in relation to others and recognizes value of supervision
- Infant Mental Health endorsement level I or II Preferred

**Responsibilities:**

- Provide home visitation and family support services to high-risk families, prenatal/newborn through preschool years.
- Develop and implement Family Goal Plans with each family participating in intensive services.
- Provide regular home visits to assigned families as determined by supervisor.
- Administer assessment tools, such as the ASQ and ASQ-SE to monitor progress of child development and parent-child interaction skills.
- Attend and participate in all staff, supervisory and case management meetings.
- Attend statewide Healthy Families trainings.
- Maintain accurate, complete, and confidential records that reflect assessment, services, and outcomes.
- Teach child development and parenting skills.
- Assist families in accessing needed community resources.
- Work cooperatively with team members, including volunteers and interns.
- Complete a Family Partnership Agreement/Informed Consent for each family on assigned case load.
- Complete all paperwork as required.
- Ensure needed social services are provided to each family on assigned case load, which may include individual problem-solving and/or counseling, referral, long- and short-term goal setting, assistance with follow-up, and advocacy for families.
- Obtain health information for each family and child on assigned case load.
- Schedule and attend regular supervision meetings, ensuring each family is reviewed with appropriate follow-up completed and documented.
- Ensure that all required program training areas are covered over the course of a service year.
- Participate in OMC mandatory training, staff meetings, committees (as assigned by supervisor) and fundraising or other events.

**Other Related Duties/Responsibilities:**

- Maintain a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
- Maintain and update criminal background checks
- Maintain approved auto insurance and a good driving record.
- Grooming as appropriate for the job.
- Report at regular working hours, be punctual and use an appropriate work ethic.
- Demonstrate good phone skills (courteous and positive) when representing Old Mill Center and Healthy Families' interests.
- Write in a clear, concise manner.
- Follow established standards, policies and procedures of OMC and Healthy Families.

- Manage physically active children, ages birth to five, within a weight range up to 60 pounds, including restraining, guiding, pursuing, and withstanding sudden movements; occasional lifting of up to 50 pounds