



Position Information: Baker County Home Visitor

Supervised by: FS&C Program Manager & BHF Executive Director

Supervises: No supervisory duties

Salary: \$15-17 DOE

Classification: Non-exempt

Terms of Employment: Regular, Part-Time, Unbenefited

Job Goal:

This part-time (0.50) position is for a Home Visitor in Baker County. As a Home Visitor with ODHS's Family Support & Connection program, the primary role is to initiate and maintain regular home visits to support the family, provide parent education and connect families to resources. Home visits occur primarily in the family's home and will last one hour; visits are family-centered and strength-based. Home visitors are responsible for assisting the family in increasing protective factors, establishing family goals, creating positive parent/child interactions and participating in assessing growth and development.

Essential Responsibilities:

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- Assess family needs through the Parent Survey assessment, home visits, Family Intake documents and other tools
 - Develop goals with the parent(s) and make a plan for accomplishment of those goals
 - Provide individualized parent education
 - Assess and provide guidance to child safety
 - Maintain complete and appropriate family records in a timely fashion
 - Provide resources, referrals and information to families as appropriate
 - Offer a diverse menu of parent education opportunities in Union County
 - Participate in staff meeting and other special events required (some out of town)
 - Attend workshops, conferences and other trainings to enhance professional development and to keep updated on new development in the field (some out of town)
 - Required to respect the confidentiality of information about enrolled children and families, personal issues and other program operations as appropriate

Confidentiality:

Building Healthy Families employees are required to respect the confidentiality of all clients. Any records concerning specific clients are confidential. Any information passed on is considered violation of privacy and will be treated as a breach of confidentiality. This includes information about children or families, personal issues, labor relations matters, including bargaining strategies and other program operations as appropriate. Refer to

BHF Policies and Procedures manual and Healthy Families Oregon manual for more information on confidentiality.

General Requirements:

- Employees of Building Healthy Families aspire to the following:
 - *A commitment to the agency's mission, vision and values*
 - *A commitment to equipping children and all who care for them for lifelong success*
 - *A commitment to excellence in everything we do*
 - *A commitment to positive performance and a welcoming culture*
 - *A commitment to outcomes, measured results and quality improvement*
 - *A commitment to innovation and to what is possible*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings and trainings
 - Be respectful, cooperative, a reliable team member and participate in program activities
 - Project a professional work image, both in dress and manner
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Perform all work in compliance with BHF Standards of Conduct
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or other duties deemed necessary by your supervisor
- Knowledge of basic computer skills including use of Microsoft Office (Word, excel, publisher and Power Point), email, and internet

Education Requirements:

- Minimum High School Diploma or equivalent

Experience and Skills Requirements:

- Able to pass a pre-employment screening and records check an Child Abuse Index check
- Evidence of flexibility, emotional maturity and stability
- Experience in working with or providing services to children and families
- An ability to establish trusting relationships
- Acceptance of individual differences
- Knowledge of infant and child development
- Valid Oregon Driver's License and insured vehicle for use on the job or an acceptable alternative
- Willingness to obtain CPR certification, First Aid and Food Handler's cards
- Home Visit experience (preferred)
- Case management experience (preferred)
- Experience providing services to multi-cultural communities (preferred)
- Excellent organizational skills
- Strong verbal and written communication skills, to include computer skills and electronic communications

- Must have ability to establish and maintain professional boundaries while providing supportive, in-home services
- Must have the ability to exercise discretion and use independent judgement
- Relate tactfully, confidentially, sensitively and non-judgmentally with families
- Ability to recognize and report significant individual and family behaviors
- Ability to identify and respond to the needs of families
- Ability to work cooperatively as a member of a team
- Knowledge of basic computer skills including use of Microsoft Office (Word, excel, publisher and Power Point), email, and internet

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Frequently crouch to a child's height and maintain eye contact at a child's level; stand tall enough to reach children on play equipment; stand or sit for long periods of time; walk up and down stairs; walk or run quickly; walk over rough or uneven ground
- Frequently bend and kneel
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Set up a classroom which requires moving of tables, chairs, shelves etc.
- Kneel or sit on the floor or in child sized furniture
- Make precise arm-hand positioning movements and maintain static arm –hand positions
- Make skillful, controlled manipulations of small objects
- Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper and mop

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions

Work Environment/ Conditions:

- Requires working indoors in environmentally controlled conditions, as well as in an outdoor learning environment (exposure to weather)
- Requires exposure to cleaning fluids and sanitizing agents
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participating in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current Oregon Background check (depending on position)
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV record check will be conducted prior to hire.
- Desire to work with culturally and socioeconomically diverse population including children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Building Healthy Families is an Equal Opportunity Employer