



ERIE COUNTY BOARD OF DD Job Description

Job Title: Help Me Grow Home Visitor, Full-Time
Department: Children's Options
Reports To: Children's Options Manager
FLSA Status: Overtime Eligible

Normal Working Hours: Full-Time, 40 hours per week. Employees will be assigned a regular work schedule, however, hours may vary based upon Agency and operational needs.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree from four-year college or university in early childhood education, nursing, social work or related field. 2 years' experience working with young children and their families preferred. LSW or RN preferred.

Certificates, Licenses, Registrations: Obtain and maintain Help Me Grow Home Visiting Credential from Ohio Department of Health. Valid Driver's License required.

Other Skills and Abilities: Must have excellent interpersonal, communication and problem-solving skills, be detail-oriented and have proficient computer skills.

Essential Board Duties and Responsibilities include the following:

- Provide Home Visiting services to pregnant women and families with children age birth to three, according to Ohio Department of Health (ODH) Home Visiting Program rules and Healthy Families America (HFA) National Home Visiting Model Best Practice Standards.
- Deliver intensive Home Visiting services by meeting with families in their homes. Occasionally, services are also provided in the community or via telehealth visits.
- Develop supportive, trusting relationships with families that strengthen positive parent-child relationships, promote healthy childhood growth and development, and encourage the overall well-being of children and families by reducing risk and building protective factors.
- Complete Home Visiting orientation and ongoing trainings as required. This includes training in the areas of Child Abuse/Neglect, Trauma Responsive Care, and Cultural Competency/Humility.
- Work in partnership with families in the development of the Family Goal Plan and support families with achieving their goals.
- Administer screening tools to monitor progress of child development, parent-child interaction, and other skills in accordance with timelines set forth by ODH and HFA.
- Refer and connect families to additional services and other community resources that could help strengthen the family and build protective factors.
- Deliver evidence-based parenting curriculum, Growing Great Kids, during home visits with families.
- Participate in weekly supervision sessions to reflect on the work with families, discuss service delivery successes and challenges, and review documentation.

ERIE COUNTY BOARD OF DD
Job Description UPDATED 6/4/2021
Help Me Grow Home Visitor, Full-Time



- Maintain a caseload of families, ensuring that all families receive the full spectrum of Home Visiting services and visit frequency.
- Maintain accurate documentation of all contacts with families and complete data entry of Home Visiting activities into the Ohio Comprehensive Home Visiting Integrated Data System (OCHIDS).
- Provide services to families with the Home Visiting program goals in mind. The goals of the program are to: Improve maternal and child health, Prevent child abuse and neglect, Encourage positive parenting, and Promote child development and school readiness.
- Assist with outreach through community fairs and other events that help build awareness of the Home Visiting program, and attend collaborative meetings as assigned.
- Participate in agency-hosted playgroups and events, as needed. Assist families and children in group settings as appropriate to ensure health and safety.
- Other duties as assigned.

Physical Demands and Qualifications: Frequently required to sit, stand, walk, talk and listen. Regularly required to squat, bend, climb steps and lift up to 30 pounds. Frequently required to write, type and navigate computer and software programs. Travel in inclement weather conditions by driving and walking.

Work Environment: May be exposed to blood borne pathogens, communicable diseases, potentially infectious materials. Will require schedule flexing for activities/events and working in environments convenient for individuals/families served by the Board.

Employee:

Signature

Dated: _____

Supervisor/Board Representative:

Signature

Dated: _____