



ADMINISTRATION
150 E. Second St.
Chillicothe, OH 45601
Phone: 740.779.9652 Fax: 740.779.0744

POSITION OPENING

Date Posted: 11 02 21
Posting Deadline: 11 07 21

Position Title:	Home Visitor
Division:	Children and Family Health
Exempt or Non-exempt:	Non-Exempt
Classified or Non-Classified:	Classified
Classification Number:	42000
Full Time / Part Time / Intermittent /Seasonal	Full Time
Date Job Description Created:	06 19 19
Title of Immediate Supervisor:	Director of Children & Family Health
Health Commissioner Approval	

The Ross County Health District, is an equal opportunity employer, strives to hire and maintain a diverse and inclusive workforce that reflects the culture and demographics of the population we serve.

POSITION INTRODUCTION – Grant Funded

The Help Me Grow (HMG)-Home Visitor (HV) provides in-home visitation services to families with children, prenatal to age 3, who reside in Ross County. An evidenced-based program will be utilized by the home visitor to promote healthy growth and development for babies and young children. The HMG HV will use a non-judgmental, compassionate approach that empowers parents with skills, tools, and confidence to nurture the healthy growth of their children. The primary focus of the HMG Home Visiting program includes interventions that are family-centered, strength-based and directed at establishing a trusting relationship. The HMG HV supports families by providing them with information regarding child development, healthy pregnancy, and parenting skill development, including traditional parenting practices. The HV will conduct regular developmental screenings, parent-child interaction assessments, and monitor the family's connection to a medical home provider.

MINIMUM QUALIFICATIONS AND CHARACTERISTICS:

- Associate degree in social work, nursing, special or early childhood education, child development or related field as specified by HMG Home Visiting program requirements. Bachelor's degree preferred.
- Two years of experience working with infants/toddlers and their families.
- Experience working with diverse populations in a community-based setting.
- Strong knowledge of community resources.
- Strong communication skills.
- Skilled in use of computer systems, web-based software applications, and Microsoft 365.
- Organization and planning skills.
- Ability to work in a team environment.
- Ability to pass a B.C.I. Background Check and a Drug Test.
- Ability to pass a background check with the Ohio central registry on child abuse and neglect.
- Individual completes a personal profile with verification on the Ohio professional registry.
- Individual completes mandatory training, not limited to those required by the evidenced-based model being implemented.
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LICENSURE OR CERTIFICATION REQUIREMENTS:

- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive.

- Computer with accompanying software and web-based programs
- Copier/Scanner/Fax
- Other Office Equipment
- Multi-phone line
- Department Vehicle

General office setting in health department facilities; as well as in community sites.

The employee is exposed to, must negotiate, use, or work with or in the vicinity of chemical compounds found in an office environment (e.g. toner, correction fluid, etc.). The employee has regular contact with the public, including potentially violent or emotionally distraught individuals. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise,

wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals, and animals. There will be routine exposure to blood, body fluids, and tissue.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one’s knowledge base.
- Willingness to participate in workforce development.
- Willingness to participate in and/or lead agency wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies.
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provides HMG in-home visitation services with referred at-risk families in Ross County to educate parents, help parents develop age-appropriate parenting skills, and engage families in positive interactions that enhance bonding and facilitate children’s learning.
- Provides follow-up with clients via phone calls, home visits, and visits to other settings where clients can be found. Follow-up should be continuous from initial eligibility through closure of need.
- Establishes a positive, trusting relationship with at-risk families by initiating and maintaining regular client contact and providing emotional support, encouragement, and feedback.
- Collaborates with families to develop their individualized Family Plan (FP) and review the plans in a timely manner.
- Applies knowledge of child development, parent-child interaction, family systems, preventative health, and the dynamics of child abuse and neglect in working with families.
- Coordinates completion of all required eligibility determination procedures, ongoing screenings, and assessments in accordance with HMG HV rule.
- Coordinates information sharing with medical and service providers.
- Remains knowledgeable of community resources and collaborates with community agencies to effectively assist enrolled families in utilizing available services to meet their needs; maintains supporting documentation of all referrals and follow-up.

- Works closely with any internal programs (Women, Infant, and Children’s program, Cribs for Kids) and partners the clients are working with to help ensure they have comprehensive and coordinated care.
- Assists clients with accessing health-related services, completing applications and forms, understanding care plans and instructions, and utilizing services.
- Enters data into electronic state data system and hard copy records, spreadsheets, and databases. Completes client reporting within required timeframes.
- Maintains confidentiality of confidential or sensitive records and information pertinent to the assigned position.
- Supports development, assessment, planning, and evaluation efforts related to the HMG Home Visiting program.
- Assures prompt and appropriate report of harm or threatened harm to the health and welfare of a child to the HV supervisor.
- Meets with HV supervisor as required on a weekly basis; Consults with supervisor as necessary when crises or situations out of the norm arise with assigned families.
- Reports program performance to Performance Management Team and participates on quality improvement projects as assigned.
- Responds to public health emergencies as needed or determined by health commissioner or administrator (e.g. infectious disease outbreaks, mass vaccination and points of dispensing of medication). Participates in public health emergency response trainings and exercises.
- Attends and participates in agency trainings, meetings, conferences, seminar, and other job-related training sessions, as necessary.
- Adheres to all Ross County Health District policies, procedures and standing orders.
- Interacts effectively with other staff members.
- Seeks educational opportunities to increase skill and public health knowledge / competencies.
- Maintains required licensure, certifications, and credentials.
- Assures program compliance with the agency’s records retention policy.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.
- Ability to work irregular hours occasionally to attend community events, meetings, or speaking engagements to meet program activities or outreach.

- Ability to work irregular hours, nights, weekends and holidays during public health and vaccine emergencies.
- Performs any and all other related duties as assigned or directed by immediate supervisor, administrator, or health commissioner.

ASSOCIATED PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing workforce development and are examples (i.e., not all inclusive) of tiered competencies aligning with the position description. The Core Competencies for Public Health tiered competencies aligning with the position description. The Core Competencies for Public Health Professionals are organized into three tiers. These tiers represent career stages for public health professionals.

This position is considered Tier 1 – Frontline/Entry Level. Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management position. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support.

- Analytical/Assessment Skills (1A1, 1A3, 1A4, 1A5, 1A7, 1A8, 1A9, 1A11, 1A12)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A5, 2A6, 2A8, 2A9, 2A10)
- Communication Skills (3A1, 3A2, 3A5)
- Cultural Competency Skills (4A1, 4A2, 4A3, 4A5, 4A6)
- Community Dimensions of Practice Skills (5A1, 5A2,5A4, 5A5, 5A6, 5A7, 5A8.5A9)
- Public Health Sciences Skills (6A2, 6A3, 6A6, 6A8)
- Financial Planning and Management Skills (7A1, 7A3, 7A10, 7A11)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A6, 8A7, 8A9)

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the HMG-Home Visitor.

- Reports submitted on time or before including grant/program, deliverables as applicable.
- Data collection efforts are accurate and timely.

- Performance adheres to the Ross County Health District personnel policy and procedures.

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties, and skills required. Other duties and/or projects may be assigned as needed.

All interested individuals, please submit a resume and cover letter to:

datchison@rosscountyhealth.org

Salary Range: \$16.45 - \$19.74

Position open till filled