

**Central Valley Children's Services Network
Job Description**

POSITION: *Family Connections Program – Home Visitor (FT - Non Exempt)*

DURATION: 2 years or until funding no longer exists

ACCOUNTABLE TO: Family Connections Program Supervisor

PURPOSE OF JOB: To work with families and Early Care and Education collaborators in the implementation of the **Department of Public Health and First 5 Fresno County Home Visitation** by assisting in the coordination of service delivery facilitating, planning, and implementation by utilizing the wrap around services to families in a coordinated continuum of prevention, intervention and referrals out to treatment services, while working to meet CSN's mission of "Improving the quality of care for children of the Central Valley." Primarily working with families.

ESSENTIAL FUNCTIONS:

1. Provide **Home Visitation** services for families via Parenting Education curriculum: Make Parenting a Pleasure, Nurturing Parenting Program, and Back to Basics (based on needs) and completion of paperwork.
2. Work with children and their parent(s) in completion of development assessments (Ages & Stages Questionnaire and Ages & Stages Questionnaires: Social Emotional) and parenting assessment tools (AAPI-Adult Adolescent Parenting Inventory);
3. Provide **Parenting Education** services to parents in a group or individual setting via Parenting Education curriculum: Make Parenting a Pleasure, Nurturing Parenting Program, and Back to Basics (amalgamated curriculum).
4. Coordinate, plan parenting topic presentation, and gather materials needed for Parenting Education sessions;
5. Work with parents helping them to understand and identify the needs of their children (ages 0-5), their families, and self, by linking them to information among parents, community, and project;
6. Marketing services for children and families through neighborhood, schools, and other community networks by the distribution of fliers and promotional follow-through;
7. Link children and families to services and resources by means of existing structures (i.e. school, churches, community agencies, etc.) and referrals;
8. Assist families in completion of documents for social services
9. Create systems and procedures as needed;
10. Arrange for transportation if necessary for families;
11. Provide presentations as needed;
12. Take lead on projects as assigned.
13. Implementation of Developmental Learning Groups
 - a) Child recruitment, screening
 - b) Provide support for teachers and facilitate as needed
 - c) Provide DLG workshops for parents as needed;
14. Maintenance of the Children and Families Center or other facilities used to deliver services.
15. Do weekly reflective practice to ensure that all staff and their families are well.

EXPECTATIONS/BEHAVIORS:

The staff member will:

1. Work well under pressure, meeting multiple and sometimes completing deadlines. The staff member shall, at all times, demonstrate cooperative behavior with colleagues and supervisors
2. Be able to build good working relationships with people from diverse backgrounds;
3. Like and respect people; ability to create positive energy in individuals and groups; ability to organize people or tasks, to develop realistic action plans realizing time constraints and resource availability; ability to work with people in such a manner as to build high morale and group commitment to goals and objectives;
4. Be able to delegate, conceptualize and communicate well;
5. Be dependable, fulfills commitments, follows through;

6. Be professional, willing to separate personal from organizational interests;
7. Demonstrate high team spirit and attitude: working toward another person's success;
8. Display maturity: has a strong self-identity;
9. Be willing to evaluate others and be evaluated; takes responsibility for own actions/decisions;
10. Be able to plan: takes the time to plan ahead for their schedules and the organization's schedule;
11. Have a sense of humor;
12. Be able to and be willing to teach others what they know;
13. Have imagination/curiosity-does not take things for granted; willing to ask and learn;
14. Be able to make decisions on available information and take actions in accordance with agency policy and procedures and Funding Terms and Conditions specifications;
15. Utilize clear written and verbal communication and sound documentation techniques;
16. Be able to accurately and professionally express and opinion or feelings to others, regardless of their position;
17. Be able to use a systematic approach in problem solving;
18. Be able to modify own behavior style to respond to the needs of others while maintaining own objectives and sense of dignity; and
19. Be able to be sensitive to special needs while maintaining a sense of urgency.

BASIC SALARY & BENEFITS WILL INCLUDE:

- **Salary range:** \$16.00 - \$18.27 hourly rate/\$33,000 - \$38,000 annual.
(Annual merit increases based on funding limitations)
- Full health/dental coverage
- Paid Vacation and holidays
- Retirement Plan

QUALIFICATIONS:

Education:

- Bachelor's Degree in Child Development, Social Work, or related field or Higher
- Certification in Nurturing Parenting Program or Back to Basics

Experience:

- Child development preferred
- Trained and or certified on the following curriculums: Make Parenting a Pleasure; Back to Basics; or Nurturing Parenting Program preferred.
- Working with children and families minimum 2 years

SKILLS NEEDED:

- Strong customer service commitment;
- Respect for self, team members and clients;
- Multi-task oriented; Detail oriented; and Computer literate;
- Valid California Driver's License;
- Automobile insurance with minimum limits of \$100,000/\$300,000/100,000 (bodily injury).
- Bilingual Spanish/Hmong preferred

PHYSICAL AND MENTAL REQUIREMENTS OF POSITION:

- Be drug-free;
- Provide proof of negative TB test result dated no more that 6 months prior to date of employment;
- Have the stamina, strength and alertness to work a minimum of 20 hours per week plus attend night and weekend meetings/events as required;
- Daily work could include: sitting at a desk and/or computer for periods of time; telephone work; walking to other areas of the building: for meetings, to make copies; filing; lifting/organizing supplies; use of equipment such as copy machines, fax machine, assist in loading and/or unloading vehicles with equipment/supplies; driving own vehicle; purchase items; and attend events/meetings away from office during the day and/or evening hours;
- Professional in attire, composure, attitude, and interactions with others.

Employee Signature: _____ Date Signed: _____

Employee Name: _____
(Please Print)

Supervisor's Signature: _____

Executive Director Signature: _____