

Central Valley Children's Services Network

Job Description

POSITION: *Family Connections Home Visitor (Full-Time/Non-Exempt)*

DURATION: 2 years or until funding no longer exists

ACCOUNTABLE TO: Assistant Program Manager

PURPOSE OF JOB: To work with families and Family Connections staff in the implementation of the Home Visitation (HV), Parenting Education (PE), and the Parent/Child Developmental Learning Group (DLG) programs.

ESSENTIAL FUNCTIONS:

Responsibilities include:

1. Work toward accomplishment of Family Connections goals and objectives;
2. Provide Home Visitation services to First 5 families via Parenting Education, Utilizing Nurturing Parenting Program curriculum for each individual family (based on needs) and completion of paperwork;
3. Work with parents to understand and identify the needs of their children (ages 0-5) and their families; to link parents with information, services, referrals and resources through existing structures (i.e. schools, community agencies, etc.); such as community resources, referrals specific to the family need, etc.;
4. Marketing services for children and families to neighborhood, schools, and other community networks via distribution of fliers and promotional follow-through;
5. Link children and families to services and resources through existing structures (i.e. school, churches, community agencies, etc.) and referrals; assist families in completion of documents for social services
6. Completing tasks/projects/processes assigned by supervisor such as:
 - a) Create systems and procedures as needed;
 - b) Continual assessment and understanding of families, their needs, and services provided in the community;
 - c) Arrange for transportation if necessary for families;
 - d) Provide presentations as needed;
 - e) Take lead on projects as assigned.
7. 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;
8. Maintenance of the Children and Families Center

Community Outreach:

1. Create and maintain positive agency/department image;
2. Participate in the planning and implementation of agency/department events.

Public Education and Advocacy:

1. Participates in the legislative process as an advocate for children and parents.

Accountability and Support:

1. Recommends operational policies and procedures as required for efficient and economical operations;

EXPECTATIONS/BEHAVIORS:

1. Work well under pressure, meeting multiple and sometimes competing 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; to develop realistic action plans realizing time constraints and resource availability; ability to build high morale and group commitment to goals and objectives;

4. Be able to delegate;
5. Be able to conceptualize and communicate well;
6. Be dependable, fulfills commitments, follows through;
7. Be professional, willing to separate personal from organizational interests;
8. Demonstrate high team spirit and attitude: working toward another person's success;
9. Display maturity: has a strong self-identity; able to challenge people to act on their values and self-interests;
10. Be able to plan: takes the time to plan ahead for their schedules and the organization's schedule;
11. Be able to and be willing to teach others what they know;
12. Have imagination and curiosity - does not take things for granted and is willing to ask questions and learn;
13. Be able to make decisions on available information and take actions in accordance with agency policy and procedures and Funding Terms and Conditions specifications;
14. Utilize clear written and verbal communication and sound documentation techniques;
15. Be able to accurately and professionally express opinions or feelings to others, regardless of their position;
16. Be able to use a systematic approach in problem solving;
17. Be able to modify own behavior style to respond to the needs of others while maintaining own objectives and sense of dignity; and
18. 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 sick 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 family's minimum 2 years.

SKILLS NEEDED:

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

PHYSICAL AND MENTAL REQUIREMENTS OF POSITION:

- Be drug-free;
- Provide proof of negative TB test result dated no more than 6 months prior to date of employment;
- Have the stamina, strength and alertness to work a minimum of 40 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, to get mail or forms; filing; lifting/organizing supplies; use of equipment such as copy machines, fax machine, electric stapler, calculator/adding machine,

coffee pot; assist in loading and/or unloading vehicles with equipment/supplies; driving own vehicle; securing and driving rental vehicle; purchase items; enter child care facilities/homes or homes of parents; 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: _____