

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

POSITION: Family Connections Program – Home Visitor / DLG Facilitator (FT – Non-Exempt)

ACCOUNTABLE TO: Family Connections Program Supervisor

DURATION OF JOB: On-going Based on Funding

PURPOSE OF THE 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.

SALARY & BENEFITS INCLUDE:

Salary Range: \$ 39,000.00 - \$ 42,000.00 annually depending on experience

Annual merit increases based on funding limitations.

- Health Coverage
- Dental and Vision
- Paid Sick/Vacation
- Paid Holidays
- Retirement Plan

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 developmental assessments (Ages & Stages Questionnaire and Ages & Stages Questionnaires: Social Emotional) and parenting assessment tools (AAPI-Adult Adolescent Parenting Inventory & PHQ9 Patient Health Questionnaire);
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) Recruitment, screening;
 - b) Facilitate and provide support as needed;
 - c) Provide DLG workshops for parents as needed;
14. Maintenance of the Children & Families Center or other facilities used to deliver services.
15. Do weekly reflective practice to ensure that all staff and their families are well.

GENERAL INFORMATION:

Community Involvement:

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

Accountability and Support:

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

EXPECTATIONS/BEHAVIORS:

1. Be able to 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 and bring in new leaders;
3. Be able to like and respect people; be able to deliver bad news, if someone is not available to see you, etc. 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;
5. Be able to conceptualize and communicate well;
6. Be dependable, fulfills commitments, follows through;
7. Be professional, willing to separate personal from organizational interest;
8. Be able to demonstrate high team spirit and attitude: work toward another person's success;
9. Be able to display maturity: has a strong self-identity; able to challenge people to act on their values and self-interests;
10. Be able and willing to evaluate others and be evaluated; takes responsibility for their own actions and decisions;
11. Be able to have courage: is willing to take risks;
12. Be able to plan: takes the time to plan ahead for their schedules and the organization's schedule;
13. Be able to have a sense of humor;
14. Be able to and willing to teach others what they know;
15. Be able to have imagination and curiosity – does not take things for granted and is willing to ask questions and learn;
16. Be able to make decisions on available information and take actions in accordance with agency policy and procedures and Funding Terms and Conditions specifications;
17. Be able to utilize clear written and verbal communication and sound documentation techniques;
18. Be able to accurately and professionally express and opinion or feeling to others, regardless of their position;
19. Be able to use a systematic approach in problem solving;
20. Be able to modify own behavior style to respond to the needs of others while maintaining own objectives and sense of dignity; and

21. Be able to be sensitive to special needs while maintaining a sense of urgency;

SKILLS NEEDED:

- Strong customer service commitment;
- Respect for self, team members and clients;
- Multi-task oriented;
- Detail oriented;
- Computer literate;
- Bilingual Spanish required;

PHYSICAL AND MENTAL REQUIREMENTS OF POSITION:

- Be drug free;
- Provide proof on 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 others areas of the building: for meetings, to make copies; filing; lifting/organizing supplies; use of equipment such as copy machines, fax machine, coffee pot; 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 attire, composure, attitude and interactions with others.

REQUIREMENTS:

- Valid California Driver's License:
- Automobile insurance with minimum limits of \$100,000/300,000/100,000 (bodily injury)

QUALIFICATIONS:

Education: BA degree in Child Development, Social Work or equivalent work experience preferred.

Experience: Certification in Nurturing Parenting Program or Back to Basics.

Employee Name Printed: _____

Employee Signature: _____ Date Signed: _____

Family Connections Program Supervisor

Signature: _____

Date Signed: _____