



## UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

### DHS HOME VISITOR

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#### Position Information:

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**Supervised by:** Caregiver Education & Support  
Director

**Supervises:** Does not supervise others

**Salary:** Coordinator V

**Classification:** Non-Exempt

**Terms of Employment:** Regular-Full Time

#### Job Goal:

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Implement life skills coaching through home visiting with families in the DHS Home Visiting Program. Implement family strengthening services with families in family support and connections and provide Wraparound services to meet the multiple needs of children who have significant emotional and behavioral problems.

#### Essential Responsibilities:

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- DHS Life Skills Home Visits
  - Receive all referrals from the local DHS Child Welfare Office Manager and follow up with face to face contact with clients.
  - Complete Family partnership assessment with each family, assist in developing family goals, provide community resources, and complete weekly home visits with families.
  - Act upon all referrals of potential clients living in Umatilla County.
  - Quickly identify formal and informal support systems and contact potential resources that can meet each family's identified needs, and then guide and encourage families to take the necessary steps to access help. (Examples of formal supports may include referral to mental health counseling, parenting classes, etc., examples of informal supports may include a relative daycare provider, a neighbor who can provide a ride, etc).
  - Provide a combination of in-home and community-based supports as well as a combination of individual and group supports.
  - Provide the Nurturing Parenting program curriculum.
  - Provide weekly individualized in-home parenting sessions within the client's home that focus on practical parenting issues and the issues of a child's need for consistency on a daily basis.
  - Assess high-risk parenting beliefs and behaviors.
  - Create competency-based parenting lessons and programs tailored to meet the family's parenting needs.
  - Implement programs at the primary, secondary and tertiary levels of prevention as defined by the Nurturing Parent program
  - Monitor the progress and success of clients through on-going process evaluation strategies designed to measure the attainment of parent knowledge and skills.
  - Provide the following skills-trainings to clients, in both one-on-one and group sessions:
    - Financial Literacy, a program presented in four sessions that utilizes the curriculum Four Cornerstones to Financial Literacy;
    - Cooking and Shopping Matters;
    - Health Literacy, the management of injury, illness, disease and other health

issues written primarily for parents and caregivers of children from birth to 8 years of age.

- Dependent on family need and based on referral by DHS, provide to clients the Parenting Wisely curriculum materials. Provide client with course material and personal workbooks containing program content and exercises to promote skill building and practice. Conduct follow-up sessions and mentoring during the weekly client home visits.
  - Participate in any DHS process as part of the completion of the COS referral
  - Consult with DHS staff as needed.
  - Attend all scheduled case planning meetings, court hearing, family decision meetings, and other meetings and staffing as requested by DHS.
  - Ensure that each family's parenting needs are assessed and met through providing outcome based parenting groups, helping families enroll and attend existing community strengths based community parenting education classes or through individual instruction in the home through the use of outcome based curriculums
- Family Support & Connections program
- Receive referrals DHS, Child Welfare, and other community partners and follow up with face to face contact with clients
  - Complete Family partnership assessment with each family, assist in developing family goals, provide community resources, and complete follow up home visits with families to ascertain progress towards meeting goals
  - Act upon all referrals of potential clients living in Morrow county and assist with referrals on the west end of Umatilla county
  - Quickly identify formal and informal support systems and contact potential resources that can meet each family's identified needs, and then guide and encourage families to take the necessary steps to access help. (Examples of formal supports may include referral to mental health counseling, parenting classes, etc., examples of informal supports may include a relative babysitter, a neighbor who can provide a ride, etc.)
  - Provide a combination of in-home and community-based supports as well as a combination of individual and group supports
  - Provide most services in the community, meeting families where they live; in domestic violence cases assure the meeting place does not endanger any family members; make multiple contacts with the family and support system members
  - Engage families in a Helping Alliance
  - Help families create opportunities to experience positive and enjoyable interactions with each other and their peers; to begin or continue to develop a support network
  - Ensure that each family's parenting needs are assessed and met through providing outcome based parenting groups, helping families enroll and attend existing community strengths based community parenting education classes or through individual instruction in the home through the use of outcome based curriculums
  - Services and supports should be a shared partnership between the families and the staff
  - Provide intensive services for up to six (6) months per family
  - Provide 13 hours of direct contact hours during the contract year with each family— Direct Contact hours are defined as face-to-face or voice-to-voice contact with a family member (Voice-to-voice contact is only considered if the conversation is therapeutic in nature—Therapeutic is defined as conversation about the client's case) In-branch time spent meeting with families may be counted as direct service hours even though families may not be FS&C or become FS&C clients
  - Maintain a system that ensures the Family Satisfaction Surveys (DHS 234) are completed by each family, collected, and sent to DHS Central office
  - Attend monthly DHS/Child Welfare meetings to discuss clients' progress
  - Participate as member of CARE/PASST Team when assigned

- Apply safe practices in the performance of duties
  - Reporting of unsafe or hazardous working conditions and/or any injury immediately
  - Complying with Agency safety standards
  - Participate in emergency drills
  - Promote a culture of safe environments in the workplace

### **Qualifications:**

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- AA/BA degree in Human Services/Early Childhood Education or related field
- At least one year experience working with children and families
- Current CPR and First Aid cards
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Head Start experience (preferred)
- Community service experience (preferred)
- Multi-cultural experience (preferred)
- Bilingual (preferred)

### **General Staff Responsibilities:**

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- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties

### **Other Requirements:**

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- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material.
- Fluent in English both verbally and written
- Perform physical inventory of equipment and/or supplies
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Ability to use computer and word processing software program, multi-lined telephone system, and copier
- Sort; alphabetize documents, records and/or files
- Daily use of computer screen
- Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
- Perform detailed and repetitive work such as data entry, completion of forms, and verification

of computer reports

- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements
- Instructs, lead, train and facilitate others in a group setting

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***