



UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

Healthy Families Screener

Position Information:

Supervised by: Healthy Families Manager

Supervises: N/A

Salary: Coordinator II

Classification: Non-Exempt

Terms of Employment: Part-Time

Job Goal:

This position is responsible for identifying first birth families that will benefit from Healthy Families services through initial screening and stress assessment interviews. The position involves interfacing with a broad range of families and health care providers.

Essential Responsibilities:

- Communicate with the Grande Ronde Hospital OB department for referrals of first births and follow up with a Welcome Baby visit
- Assist new birth parents with paperwork needed for the NBQ (New Baby Questionnaire).
- Assemble baby gift bags and ensure there is stock on hand when needed.
- Participate in agency training as directed by your supervisor.
- Ensure that policies and procedures for Healthy Families are followed.

Qualifications:

- High school education or equivalent (AA or Bachelor's in early Childhood education, Family & Life, Social Sciences or related field preferred)
- 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
- Community service experience (preferred)
- Multi-cultural experience (preferred)

General Staff Responsibilities:

- 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:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- The ability to lift and or move objects up to 20 pounds.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- 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

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