

# JOB DESCRIPTION

**Job Title:** SafeCare, Home Visitor Program

**Reports to:** Executive Director

**Work Hours:** 36 hours/week, varied hours

**Pay Range:** \$15.00-\$17.00 DOE

**Education Required:** High school diploma and 2 years of related experience

## Essential Duties & Responsibilities:

### Home Visits

- Plans home visits in accordance with client goals, needs and Model outcomes. Weekly visits are required for approximately 6 months to complete all three modules.
- Create and maintain respectful partnerships with families.
- Drive to family home and deliver health, educational, nutritional, safety, child-parent interaction information to parents via weekly/bi-weekly/monthly encounters.
- Maintain accurate electronic records including; screening tools, health information, 6 month updates, HV progress notes and other required forms in a timely manner.
- Maintain a valid driver's license and carry up to date car insurance.
- Be mindful of safety in the home for self and for others.
- Provide support in parent and child activities that encourages developmentally appropriate activities for the changing needs of infants and toddlers.
- Assist and support families in locating resources and scheduling appointment with community resources that best meets their needs.
- Other duties as assigned

### Administrative and Team work

- Supports policies, procedures, guidelines and standards of your specific agency.
- Completes all required training for the specific home visiting model that you will be implementing.
- As requested/required, promotes public awareness of SafeCare and Nurturing Center
- Develops and maintains community relationships to support client referrals.
- Assists in creating a positive work environment that promotes productivity, mentoring, teamwork and cooperation.
- Participates in reflective supervision as required by your home visiting model.
- Participates in monthly/bi-monthly meetings as recommended by both Nurturing Center and FCCHD.
- Actively engages in professional development to meet model competency requirements.
- Participates in review and analysis of reports for achievements and areas of improvement.
- Monitor and ensure HIPAA regulations and confidentiality.
- Other duties as assigned

### Physical Demands:

- The employee must regularly lift and/or move up to 25 pounds
- sitting, standing, driving

### Work Environment:

- Mostly indoor, clients homes or in an office environment.

### Special Requirements:

- Travel to client's home, using own vehicle, clean driving record, proof of automobile insurance

I have read and agree to perform the duties, tasks and responsibilities assigned to this job description.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date