

<b>Position Title:</b>	Home Visitation Intake Specialist/Parenting Coach				
<b>Working Title:</b>	Home Visitor				
<b>Agency Unit:</b>	HFA			<b>Reports to:</b>	HFA Supervisor
<b>Employment Status:</b>	Full-Time	<b>Pay Grade:</b>	\$15.96 - \$23.96	<b>FLSA Status:</b>	Non exempt Hourly

**Position Summary:** All positions of PPHD will work to support the PPHD mission of "Working together to improve the health, safety, and quality of life for all who live, learn, work and play in the Panhandle." This position will support the implementation of PPHD strategic plan objectives through collaboration with partners and the community, a commitment to Community Health Improvement, dedication to implementing evidence-based practices, and implementation of the standards and measures of PHAB accreditation.

The Intake Specialist/Parent Coach is responsible for assessment of potential clients for eligibility in the program and developing and maintaining regular and long-term contact and support with families through home visitation.

- Essential Duties:** Follow the Healthy Families America model to implement evidence-based home visitation using Growing Great Kids curriculum and Circle of Security by doing the following:
1. Initiate prescribed home visits and maintain long-term contact/support with families. Activity will occur primarily within the family’s home and last at least one hour per visit.
  2. Provide family-centered, strength-based coaching directed at establishing a trusting relationship; assist parents in optimizing the home environment; assist family in identifying and improving family support systems; increase parents independent problem solving and child advocacy skills.
  3. Identify and refer to other supportive agencies, including healthcare appointments, as needed.
  4. Assist families in establishing goals and plans for accomplishing them.
  5. Assess normal growth and development of the target child. Screen parents for depression, violence, and parenting skills.
  6. Keep accurate data base records up to date using the data system Family Wise.
  7. Keep signatures for permission and renewal documented.
  8. Attend and/or participate in conferences, workshops, and other training related to job functions.
  9. Work with families involved with Department of Health and Human Services.
  10. Contribute to the work environment within PPHD with an emphasis on professional growth, teamwork and productivity.
  11. Meet for reflective supervision weekly with supervisor.
  12. Travel throughout the panhandle, depending on location of families being served.
  13. Occasionally work some evenings and/or weekends.

- Minimum Qualifications:**
- Minimum of a high school diploma with bachelors preferred
  - Experience in working with or providing services to children and families
  - An ability to establish trusting relationships

- Acceptance of individual differences
- Experience and willingness to work with the culturally diverse populations present among the population
- Knowledge of infant and child development
- Open to reflective practice (i.e. has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision, etc.)
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

**Knowledge, Skills and Abilities:**

This position will require the following knowledge, skills, and abilities:

- Maturity and experience in successfully working with children (0-5 years of age) and their families
- Knowledge of typical child growth/development and parent-child relationships
- Ability to relate to families from a strength-based model even in a chaotic family environment; ability to approach families from a family-centered service model
- Demonstrates motivation and the ability to learn and practice basic supportive skills
- Non-judgmental
- Creative and knowledgeable about community resources
- Ability to establish and maintain personal/programmatic boundaries, while providing supportive services
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value system and behavior norms
- Believes in and is comfortable with advocating for nurturing, nonviolent discipline of children
- Experience in working with culturally diverse communities and families with the ability to be culturally sensitive and appropriate
- Demonstrates good communication and organizational skills

**Other:**

- Actively participate in Performance Management and Quality Improvement activities
- Delivery of services and education in a culturally sensitive manner
- Participates in PPHD and community emergency response training and drills in support of public health emergency and disaster preparedness
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued
- The core functions and essential services of public health
- Follow Healthy Families America accreditation standards
- Performs other duties assigned consistent with job classification
- Compliance with all PPHD personnel policies and procedures
- Contribute to and participate in the implementation of the strategic plan as assigned
- Contribute to development of program goals and objectives
- Follow and adhere to all HIPAA and PPHD confidentiality and privacy policies and practices

**Behavior Expectations:** Treats others with courtesy and respect in all interactions and abides by PPHD’s Guiding Principles.

**Work Environment:** General office setting in the PPHD office sites, homes of clients, as well as community sites. Equipment used to perform functions is computer, fax, copier, personal or PPHD vehicle, cell phone, iPad, and public health equipment and supplies. This job may encompass light lifting, standing, walking, being seated for periods of time, possible overtime, driving, some overnight travel, and infrequently working nights and weekends.

**Approvals**

<b>Name</b>	<b>Title</b>	<b>Date</b>
<b>Name</b>	<b>Title</b>	<b>Date</b>
<b>Name</b>	<b>Title</b>	<b>Date</b>
<b>Name</b>	<b>Title</b>	<b>Date</b>