

### LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Family Support Worker I/Home Visitor	
<b>TITLE CODE:</b> 2220	<b>SERIES:</b> Medical Services Support
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY:</b> (MIN-MID) ) \$8.10-\$9.88/HR <b>GRADE:</b> 8 <b>SPECIAL ENTRANCE RATE:</b> Maybe adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Program coordinator, Public Health Director or assigned staff	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for initiating and maintaining regular and long term contact and provide support to first time voluntary parents during the prenatal period and extending up to but not inclusive of the child's second birthday. The entry-level incumbent would participate in on the job training programs to become knowledgeable in introducing parenting skills to empower families to make their own decisions while remaining non-judgmental of families they serve.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** High School diploma or GED.

**EXPERIENCE:** (AGE, LICENSURE, REGULATION, ETC.) Experience in a Social or other health related field such as but not limited to working with children, teens and adults in a daycare, medical office or facility, school, etc. that provides a medical or community support service.

**SUBSTITUTION CLAUSE:** N/A

**EDUCATION:** Education from an accredited college or university in a health related or Social and Behavioral Science field may substitute for the required experience.

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** Must be 18 years of age. Must have telephone accessibility. Must have reliable transportation and valid Driver's License. Criminal background check.

**POST EMPLOYMENT REQUIREMENTS :** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

On the job training requirements needed within 6 months of hire in order to advance: HANDS home visitor core training (Must be completed before family contact can occur), HANDS wrap-around required training (Specific topical areas checklist), CPR Certification, Working knowledge of geographic area and or ability to locate participants and community resources with use of maps, contacts, and directions provided.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Conduct initial home visit following Parent Visitor assessment with first time parent/s and or families to establish rapport and planning for providing services as qualified by the provider. Provide regular planned visits to establish a trusting relationship for voluntary eligible HANDS participant/s to assist first time parent/s and or families with child development, parenting skills, health services and other needed resources identified at assessment or during visits. Facilitate families in securing of prenatal/child health services, referrals, and appointments with other supportive agencies. Document case records, home visit logs accurately on each contact, progress, service need and completes reports as required. Maintain confidentiality of program information obtained from home visit/s and exchanged while communicating with community and support service providers. Confer with Program Coordinator and/or Supervisor in cases involving potential collaboration with other service providers.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is spent primarily inside the clinic or community setting.

**ADDITIONAL REQUIREMENTS:**

May be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 9/25/02

**DATE OF LAST REVISION:** 11-07-13

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.