

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: HANDS Specialist II	
TITLE CODE: 1543	SERIES: Program Management Series
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$19.15-\$23.81 GRADE: 16 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Director or other appropriate program supervisor or staff assigned	
PRIMARY USER AGENCY: 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.

Perform advanced level functions in the Health Access Nurturing Development Services (HANDS) program providing Parent Visit Assessment/Survey with parents (prenatal and/or immediately after the birth) to determine appropriate level of support from the community. Fully trained and knowledgeable with time spent in assistance to local program coordinator or supervisor which may include recommendations to policy and procedure interpretation and development, documentation, organization networking and staff assistance or training and representation of the department.

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: Bachelor's Degree in Social Work, Nursing, Early Childhood Education or a Bachelor's degree in a Human Services or closely related field

EXPERIENCE: Two (2) years of professional experience in public or community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities.

SUBSTITUTION CLAUSE: See below.

EDUCATION: None

EXPERIENCE: Associate degree in Nursing with licensure in Kentucky or a compact state and two (2) years of public health experience will substitute for education

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) Must be a licensed Social Worker or licensed Registered Nurse in Kentucky or compact state to supervise and conduct performance evaluations for staff that delivers direct services.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS AS OUTLINED IN 902 KAR 4:120 AND WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

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.

Perform work with increasing independence and may assume mentoring of program staff that provides home visitation or parent visit assessments of eligible clients involving infant and toddlers from birth up to three (3) years of age. Provide advanced assistance to the public or program and office staff in areas of expertise, may participate in on site visits, review and preparation of reports and records to ensure accountability and effectiveness. Interpret and implement policies and procedures and may participate or make recommendations for improvement of services. Prepares program plans, policy manuals and other informational materials for distribution to staff, patients, clients and the general public to meet federal, state and agency compliance. Maintain a collaborative relationship; represent the department on inter-agency councils and committees and attends meetings or conferences relating to area of responsibility. May supervise or mentor staff (intended for small counties or minimal staff) as long as 902 KAR 4:120 requirements are met. May conduct Home visits when necessary.

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 will require travel to family homes or within the community setting when not in the agency office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 9-6-10

DATE OF LAST REVISION: 3/19/2024

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.