

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> HANDS Specialist I	
<b>TITLE CODE:</b> 1546	<b>SERIES:</b> Program Management Series
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$17.04-\$21.19</b> <b>GRADE: 14</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director or other appropriate program supervisor or staff assigned.	
<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.

In the Health Access Nurturing Development Services (HANDS) program, responsible for reviewing clinic records and interviewing/conducting Parent Visit Assessment/Survey with parents (prenatal and/or immediately after the birth) to determine appropriate level of support from the community. Families facing challenges will be offered visits by a Family Support Worker, if the family opts out of participation they will be referred to appropriate community resources based on family needs.

**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:** None

**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.).

**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 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 ALTERS THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Conduct parent visit assessment/survey within 30 days of receiving, after review of prenatal or birth records from the hospital or clinic, to determine eligibility for early childhood education and family support services of infants and toddlers from birth up to three (3) years of age. Will conduct interviews to promote outreach activities in family homes or community setting to educate parents in coping techniques and to take an active role in accessing resources or assistance with referrals for appropriate education and nutrition of their child. May develop and distribute informational materials that meet program guidelines. Keep accurate logs of service visits, schedules and charting, prepare reports and analyses set forth in HANDS program policy and guidelines. Interpret laws, regulations, policies and procedures and provide administrative assistance or guidance to departmental staff, which may include but is not limited to; monitor, evaluate and participate in modifications regarding program requirements. Review records and reports submitted by program requests or agency staff and ensure compliance with federal and state law regulation and policies. May conduct ongoing home visitation on an as needed basis.

**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 will 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.