

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION

Position Title: ***Help Me Grow Home Visitor – Part-time***

Department: Children’s Program

Location: 128 South Main Street, New Lexington

Supervisor: Children’s Program Director

Normal Working Hours: Hours may vary and scheduling is based on program needs; hours worked shall not exceed 30 hours per week. General office hours are within the timeframe of 8:00am-4:00pm, Monday through Friday.

FLSA Status: Non-exempt, Overtime Eligible

Classification: Classified Civil Service

Salary Range: To be determined

Safety-sensitive: Yes

SUMMARY

The Help Me Grow Home Visitor (HMG HV) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under general guidance and direction of the Children’s Program Director, the HMG HV coordinates all services for pregnant women and families with children, ages 0 to 3 years old that are eligible for the Ohio Help Me Grow (HMG) Home Visiting Program in accordance with Ohio Administrative Code (OAC) 3701: 06-01 and HMG Home Visiting Contractor Requirements. HMG HV responsibilities include working primarily in the home setting with prenatal women, infants, toddlers, and families.

MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE

- Associate’s Degree in Human Services or fields related to working with prenatal women, infants, toddlers, and families.
- Eligible to acquire necessary Ohio Help Me Grow Home Visitor Credential
- 6-12 months experience working with infants, babies, toddlers and their families
- Valid driver’s license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position.

KNOWLEDGE / SKILLS / ABILITIES

Knowledge of:

- Principles and methods of early childhood development, psychological and behavioral resources, parent education, coaching, and family systems and supports
- Agency, state, and federal statutes, rules policies, regulations and/or procedures governing behavior support
- Local community resources and human services organizations, especially those serving people living in poverty

Skills in:

- Microsoft Office products, computer literacy, and data entry
- Excellent verbal and written communication for effective interaction with internal and external customers
- Human relations and establishing positive rapport with service providers and staff
- Competent documentation and proven proficiency in accessing various data information systems
- Public speaking and presentation

Abilities to:

- Effectively and efficiently define problems, collect data, establish fact and draw valid conclusions
- Meet deadlines established by policy and procedures
- Generate and maintain effective records and documentation, as necessary
- Adhere to Ohio’s Mandated Reporting requirements in accordance with Ohio Revised Code (ORC)
- Maintain confidentiality of records, information, and program matters

PROBATIONARY PERIOD

300 Days

WORKING CONDITIONS

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – Expected to work as scheduled; 40% in office, 60% travel and out of building commitments; telecommuting possibility.

Work Pace – Normal working hours are up to 30 hours per week, typically Monday through Friday, as assigned by supervisor. Daily schedule must be flexible with the availability to occasionally work outside normal business hours, as necessary to accommodate family schedules, including evenings and potentially weekends. Regular, predictable attendance is an essential function of the position.

Physical Demands – Position requires some alternating between sitting, standing, walking, crouching, and stooping.

POSITIONS SUPERVISED

None

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

50 % HOME VISITATION

Provide in-home services for families who are eligible for Help Me Grow Home Visiting Program. These services may include, but are not limited to:

- Complete all enrollment paperwork required for the Ohio Department of Health (ODH);
- Develop and implement the Family Plan (FP) in accordance with ODH rules;
- Complete annual and semi-annual reviews of the FP in accordance with ODH rules;
- Coordinate and administer all screenings, assessments and checklists in accordance with ODH rules;
- Consult with other professionals and agencies to make referrals at the request of the family or in the best interest of the child;
- Request pertinent information and documentation required in each child’s file in accordance with ODH rules;
- Adequately prepare for home visits through review of the FP, case notes, and curriculum;
- Make home visits to families in accordance with the / Healthy Families America leveling visitation schedule and activities;
- Educate parents and caregivers using ODH approved curriculum at every home visit.
- Provide referral feedback to professional sources;
- Participate in statewide conference calls concerning Home Visiting Program updates;
- Coordinate and facilitate child find events, outreach activities, family trainings and meetings.

35 % RECORDS AND DOCUMENTATION

Maintain accurate and current case notes for each family, as well as other appropriate required documentation as specified by ODH; maintain timely records of billable services implemented for each family as evidenced in the OCHIDS database. This includes specific and accurate reports of time spent on all billable activities related to each family.

10 % TRAINING AND EDUCATION

Attend and participate in required ODH, HFA, and PCBDD trainings, staff meetings, continuing education events, conferences, professional growth activities, staff in-services and other trainings at the request of the supervisor.

5 % MISCELLANEOUS

Other duties as assigned by the Children’s Program Director, as necessary.

DECLARATION

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position, and to the best of my knowledge, I believe I can perform these duties.

Signature

Date