

601 Senior Drive, New Lexington, Ohio 43764
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TITLE: HELP ME GROW HOME VISITOR

DEPARTMENT: Children’s Program	POSITIONS SUPERVISED: None
LOCATION: 601 Senior Center Drive, New Lexington	SALARY RANGE: Begins at \$16.89 per hour
SUPERVISOR: HMG Home Visiting Supervisor	FLSA STATUS: Non-exempt, Overtime Eligible
NORMAL WORKING HOURS: Hours vary, program needs determine schedule, generally work 8 hours per day, Monday – Friday. May be required to flex schedule, but not routinely work more than 40 hours per week.	CLASSIFICATION: Classified Civil Service
PROBATIONARY PERIOD: 300 days	SAFETY SENSITIVE: Yes

SUMMARY OF POSITION:

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 HMG HV Supervisor, the HMG HV coordinates all services for pregnant women and families with children, ages 0 to 5 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.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Bachelor’s Degree in Human Services or fields related to working with prenatal women, infants, toddlers, and families; experience or valid license in related area of expertise may be substituted for academic preparation
- 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
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information

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 the programs and services of the Children's Program Department
- Local community resources and human services organizations, especially those serving people living in poverty
- Person-centered philosophy and principles

Skills in:

- Microsoft Office 365 applications, 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 navigate web-based applications and various technology systems
- Demonstrate sensitivity, respect and dignity for diverse populations
- Comply with the Bill of Rights for people with disabilities
- 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

EXPECTATIONS & 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 – 40% in office, 60% travel and out of building commitments. Routine travel is necessary requiring up to 1-2 hours in the course of the workday being spent travelling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Time Management / Work Pace – Self-paced, normal working hours are routinely scheduled up to 40 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 – May require sitting for periods of time, alternating between sitting, standing, walking, crouching, and stooping. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Problem Solving / Decision Making – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

Communication – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

Teamwork – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

ESSENTIAL DUTIES & RESPONSIBILITIES:

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;

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- Make home visits to families in accordance with the Parents as Teachers (PAT) model.
 - 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, PAT, 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 HMG HV Supervisor, as necessary.

DECLARATION:

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people 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