

# COMMUNITY Action!

of the Franklin, Hampshire, and North Quabbin Regions

## Job Description

TITLE: Healthy Families Home Visitor  
PROGRAM: Healthy Families  
Family Support Programs Department  
SUPERVISOR: Healthy Families Supervisor  
CLASSIFICATION: Non-exempt  
HOURS: 37.5 hrs/wk



**SUMMARY:** Home Visitors in the *Community Action* Healthy Families program are responsible for assisting young parents in the assigned catchment area to foster the growth and development of their child through home visits, case coordination, and groups.

### QUALIFICATIONS:

- Minimum of a high school diploma or equivalent. Associate's or Bachelor's degree in Human Service related field preferred
- Experience working with or providing services to young children and families
- Experience with and willingness to work with culturally diverse populations among program's target population
- Demonstrated acceptance of individual differences and practice of inclusion
- Demonstrated ability to establish trusting relationships and utilize basic supportive skills
- Knowledge of infant and child development and parent-child attachment
- Ability to relate to families from a strengths-based model and approach families using a family-centered service model
- Demonstrated motivation and ability to self-direct work tasks as well as collaborate as part of a team
- Ability to establish and maintain personal/ programmatic boundaries while providing supportive services
- Open to reflective practice (i.e. has the capacity for introspection, communicates awareness of self in relation to other, recognizes value of supervision, etc.)
- Awareness of particular needs of low-income families
- Willingness to work non-standard business hours
- Demonstrated effective written and verbal communication skills and ability to manage ongoing documentation
- Computer literacy, preferably with Microsoft Office, email, and internet usage
- Reliable transportation and valid driver's license; Must be insurable under *Community Action* auto policies
- Must have successful CORI and Safe Driver Record check

### RESPONSIBILITIES:

- Provide regular home visiting and outreach services to teen parents across the specified catchment area according to Healthy Families Massachusetts/Children's Trust guidelines.
- Maintain flexibility in order to schedule home visits for times that are convenient for the family
- Conduct community outreach and engagement activities as necessary and assigned.
- Conduct family assessments and screenings, develop individual family service plans and provide brief interventions, community referrals, advocacy and follow-up to participants.
- Provide supportive services to participants, including transportation to engage in goal-related activities, while also increasingly encouraging families to utilize more informal and community resources
- Prepare individualized curriculum for home visits from available materials including focus on parent health and wellness, child health and development, positive parenting skills, educational and vocational achievement, life skills, and family planning and birth control
- Maintain an overall home visiting caseload as determined by Healthy Families Massachusetts guidelines and assigned.
- Keep all documentation up-to-date and accurate, including Web PDS.
- As member of team, plan, develop, and implement groups/activities/events at times that work best for participants, as assigned.
- Participate in weekly reflective supervision, staff meetings, trainings, program evaluation activities, and workshops, including all required Children's Trust CORE and Topic Trainings.
- Other duties as assigned by your supervisor.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to keyboard and do data entry at a computer. The employee is frequently required to drive, walk and climb stairs in the office and in a variety of community-based and home settings. The employee must lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision and ability to adjust focus. The employee must have the ability to be added to Community Action's non-owned and hired vehicle policy, and access to reliable transportation.

The work environment includes indoor office environments or comparable spaces, families' homes and community spaces, with frequent exposure to outdoor weather when traveling to home visits and meetings. The noise level varies by sites, home visits, and meetings.

**License / Certification:** Valid Driver's License and safe driver record.

*Community Action* is an AA/EOE  
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