

PERSONNEL

INTENSIVE HOME VISITOR/BILINGUAL

DEFINITION

Under supervision of the Children and Family Services Program Coordinator and Lead Advocate perform family case management support services through home visitation for a caseload of 5-7 families, link to support services, provide education and modeling of parenting techniques, facilitate Me & My Friends Playgroups, and related work as required.

EXAMPLE OF DUTIES

Conduct regularly scheduled home visits with 5-7 case managed families with priority going to those with a risk of child abuse or where child abuse has been documented; conduct an in-depth comprehensive assessment of the entire family system; develop an individualized family plan focusing on family strengths through consultation with the family. Provide in-home skill building services to support modeling of desired parenting behaviors, information and education about positive parenting techniques and child development; provide parents with information regarding age appropriate development for their child/ren and techniques to use to enhance their child's development. Provide crisis intervention, as needed, to support family members, defuse situations and assess for harm to family.

Co-facilitate 2 weekly Me & My Friends Playgroups for children aged 0-5 and their parent or caregiver, prepare lessons plans, purchase supplies and nutritious food for program presentation, and maintain record of participants.

Based on the initial needs assessment and ongoing evaluations, make referrals for family members to community resources. Work with District Nurse to provide family with health education information on nutrition, dental, and prenatal care, well child exams, and immunizations. Assist with health insurance application and linkage to medical home. Provide information on CalWorks, education advancement, childcare resources, job readiness skills and employment goals to move families to self-sufficiency. Provide resources to assist families in avoiding homelessness.

Provide safety information to insure homes are child safe; seat belts and car seats are used during transportation. Provide substance abuse education including the adverse affects of alcohol, tobacco and other drugs. Provide referrals to and assist clients in accessing programs in alcohol and drug use treatment and cessation.

Actively participate in Multidisciplinary Team monthly meetings with agency members regarding issues families may experience in accessing services. Participate in bi-weekly staff meetings and case reviews. Insure accurate and timely completion of contact notes and data collection. Attend appropriate in-service training for program and agency staff. Perform other duties as assigned by the Team Leader or Program Coordinator.

DESIRABLE QUALIFICATIONS

Valid California Driver's license, own transportation with automobile insurance and good driving record; and maintain current Infant, Toddler and Adult CPR and First Aid certification.

Knowledge of:

- Child abuse issues and family dynamics; substance abuse issues and treatment, various social service resources in the Kern River Valley and Kern County.
- Correct English usage, spelling, grammar, and punctuation;
- The rules, regulations, laws, and policies governing the District.

Ability to:

- Speak bilingual Spanish/English. (Preferred)
- Work evenings and weekends, if needed, to schedule home visitations and/or community events.
- Interpret and apply school district policies, laws, rules, and regulations.
- Take responsibility and use good judgment in recognizing scope of authority.
- Prepare oral and written reports; compose correspondence independently.
- Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise.
- Understand and carry out complex oral and written directions.
- Operate standard office equipment including a copier and computer.
- Establish and maintain effective and cooperative relationships with those contacted in the course of work.
- Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- | | | | |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

4 a. Ability to sit for extended periods of time.

3 b. Ability to stand for extended periods of time and ascend and descend steps.

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- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach all directions.

TERM OF EMPLOYMENT

12 months per year

Children and Family Services Classified Salary Schedule, Range C

Must have Department of Justice fingerprint clearance and current T.B. Clearance

Subject to grant funding

EXPERIENCE:

Prior experience in home visitation or working with overburdened families; Culturally competent, sensitive to cultural and linguistic needs of families.

EDUCATION:

Equivalent to completion of the twelfth grade.

EVALUATION:

Performance of this job will be evaluated in accordance with the District and Board Policy

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: May 10, 2005

