

POSITION TITLE: FAMILY HOME VISITOR	POSITION NUMBER:
DEPARTMENT: Community Family Health	PROGRAM AREA: Healthy Babies Healthy Children
REPORTS TO: Program Manager, Healthy Babies Healthy Children	REVIEW DATE: May 10, 2006
PURPOSE OF POSITION: To promote the healthy growth and development of children by providing information and support to families in their homes during pregnancy and until children are transitioned to school.	
POSITION SKILLS & COMPETENCIES REQUIRED:	
<p>Education: Secondary School Diploma, or equivalent. Ability to read & write English.</p> <p>Related Experience: 3-5 year's related experience e.g. working with families in the prenatal, postpartum and/or early childhood periods, preferably home visiting experience, and working with families facing barriers and challenges.</p> <p>Specific knowledge, skills, abilities:</p> <ul style="list-style-type: none"> • Intermediate oral communication and interpersonal skills including active listening skills and the ability to deal with clients in routine and challenging situations • Ability to establish and maintain relationships and healthy boundaries • Non-judgmental • Knowledgeable about healthy family dynamics, attachment, parenting, healthy child growth and development, infant and young child feeding and nutrition, childhood safety • Understands social determinants of health and their impacts on families • Responsible and reliable • Flexible and adaptable to change • Ability to exercise strict confidentiality, good judgment and diplomacy in a high risk environment • Basic ability to organize and prioritize work • Basic skills in Microsoft Word and Outlook • Basic keyboarding skills • Basic written communication skills including the ability to communicate ideas effectively via email • Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district • Able to work independently within established parameters and to function effectively as a member of a team • May be required to have a second language 	

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):

Acts as a peer mentor, role models effective parenting and provides home visiting services for families:

Ave. % of time: 80%

- Encourages and supports families to become more self-sufficient
- May assist the public health nurse in service co-ordination
- Recognizes and validates strengths and abilities in individuals and families
- Works with families to support their identified goals
- Models positive interaction with young children (until they transition to school)
- Develops trusting relationships with families
- Develops, listens and encourages parents to talk about their children and family
- Encourages healthy child and family nutrition at all stages of development
- Assists families to build upon their strengths to promote and stimulate their home environment
- Advocates and helps families clarify and communicate their needs
- Translates and interprets information for families who may need help in understanding
 - Supports families to increase problem-solving and coping skills
 - Provides clear documentation re goals, observations from home visits; identifies if patterns occur i.e. neglect around nutrition, safety, parents' ability to provide for child
 - Problem solves issues with families in crisis i.e. emergency housing, possible shelter referral/support family, community resources
 - Provides information about community resources and activities, child development and parenting, safety and healthy lifestyle choices, child care options,
 - Helps families when accessing community resources and leisure activities
 - Accompanies families when accessing community programs

Make appointments, complete documentation, and provide ongoing program support

Ave. % of time: 20%

- Makes and keeps appointments for home visits
- Reviews families' progress in collaboration with Public Health Nurse and manager together or separately
- Participates in family service planning and evaluation with Public Health Nurse
- Participates in service coordination meetings with Public Health Nurse and other relevant community partners and families
- Maintains confidentiality regarding families being visited
- Attends staff meetings and participates in training opportunities
- Completes forms and documents as required
- Complies with responsibility regarding the Duty to Report
- Demonstrates ability to work with families with a variety of needs and varying levels of risk

Contribute to team and agency effectiveness

Ongoing

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists program and department in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the Agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Promotes the Healthy Babies Healthy Children Program in the community and collaborates with local agencies and services, both formally and informally
- Participates on Agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

Management has the right to change position requirements from time to time as agency conditions dictate.

CONTACTS & COMMUNICATION:

Internal: Manager, Supervisor, Public Health Nurse, Public Health Nutritionist, other program, technical and administrative staff e.g. Healthy Growth and Development, Oral Health
External: Other health care, social service and community agencies that families are involved with e.g. EarlyON Centres, Children’s Aid Societies, CAP-C/CPNP Preschool Speech and Language, Food Banks, Housing Supports

RESPONSIBILITY FOR RESOURCES:

Staff: N/A
Financial: N/A

RESPONSIBILITY FOR RESOURCES Continued:

Information: Records confidential client information; stores client files according to policy, generates data; tracks food/emergency vouchers
Materials & Equipment: Uses toys, equipment including cell phones & tablets, learning resources related to job function.

EFFORT REQUIRED:

Mental:

- Considerable attention to detail/audio concentration when conducting family visits i.e. listening, telephone calls, meetings
- Considerable attention to detail/visual concentration when observing child/parent behaviours during family visits
- Using computer equipment, cell phones, tablets
- Documenting client information
- Negotiation and conflict resolution required in work with families in routine situations and in crisis
- Deadlines for reports/records from home visits
- Varied workload
- Ability to navigate in the community to accomplish home visits and community services

Physical:

- Moderate lifting/moving e.g. equipment, toy bag, children, food items, including climbing stairs; heavy weight (over 35 pounds)
- Limited sitting & manual dexterity when using computer.
- Operating motor vehicle in all weather conditions, ensuring proper vehicle maintenance

WORKING CONDITIONS SPECIFIC TO POSITION:

- Most of the work is performed off-site.
- Considerable work in isolation i.e., work independent from other staff/supervisor
- Considerable exposure to adverse conditions and unsafe environments within homes: e.g. exposure to poverty, child neglect and abuse, intimate partner violence, exposure to vape, tobacco and marijuana smoke substance use and misuse and drug paraphernalia, pets and/or pests, unsanitary conditions, bodily fluids
- Potential exposure to verbal abuse and aggression with threats to personal safety
- Inclement weather when traveling to homes
- Constant travel is required.

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

Vice-President SIGNATURE: _____ **DATE:** _____

Vice President, Community and Family Health Department

MOH/CEO SIGNATURE: **Original document signed by Dr. C. Gardner, MOH**
DATE: _____

POSITION HISTORY: Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests. September 2023-Minor changes to reflect current language & needs of the position. BH