

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Home Visitor
Team	Early Childhood
Supervisor	Early Childhood Supervisor
Director	Early Childhood Director
Programs	Help Me Grow, MIECHV
Funding Sources	Grants
Civil Service and FLSA Status	Non-exempt, Classified
Appointment Status	Part-time, permanent
Grade/Classification	15-19
Insurance Benefits	None
Leave Benefits	Holiday, Vacation, Sick
Pay Range	\$15.13-\$19.29 depending upon qualification
Regular Hours	24
Date Posted	10/22/2024
Candidate Review	Rolling basis beginning 10/28/2024

JOB SUMMARY

Make a difference in the lives of young families as a Home Visitor supporting families with young children.

EDUCATION & QUALIFICATIONS

Bachelor's degree or higher starts at \$19.29, associate's degree starts at \$16.92 and High School Diploma starts at \$15.13. An additional \$0.50 per hour for social work, nursing or teaching licenses. Experience working with or providing services to children and their families, an ability to establish a trusting relationship, acceptance of individual differences, experience and willingness to work with a culturally diverse population present among the site's target population, knowledge of infant and child development and open to reflective practice.

Home visiting experience and LSW, RN, teaching credential, infant maternal health endorsement a plus.

\$3.00 per hour bilingual stipend available for certain bilingual skills.

ESSENTIAL FUNCTIONS

Responsible to travel to homes and conduct visits to families with children who qualify for program.

Provide regular planned visits that last at least one hour to establish a trusting relationship to help families with child development, parenting skills, health services and other needed resources identified at assessment or during visits.

The interventions should be family-centered, strength-based, and directed at: establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize their home environment; improving the family support system and increasing

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the family's ability to problem solve and assume the role of advocate for themselves and their children.

Maintain confidentiality of program information obtained from home visits and exchanged while communicating with community and support service providers.

Maintain a case load per supervisor instruction (Goal: 3-4 completed home visits per day).

Complete adequate preparation for each home visit unique to the family needs and age of child.

Complete and record referrals made on behalf of the families served.

Document accurately in the case record each contact, progress, service need on the daily activity log.

Complete required monthly and quarterly reports.

Provide screenings in accordance with program guidelines and work with families to develop goals.

Data gathered from home visit entered into the data system within 10 days.

Attend required supervision sessions.

Attend all the required training that supports staff development to maintain program fidelity.

Attend meetings as required by the home visiting supervisor.

Promote public awareness of Home Visiting programs

Performs additional duties as a public health employee as directed by supervisor.

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of infant and child development.

Skill in performing developmental and family screenings, interviewing and communication techniques, use of computer for state required data entry.

Ability to complete requirements to obtain provisional home visit credential. Must receive a credential in the evidence-based parenting curriculum. Deal with problems involving a few variables with familiar context. Recognize unusual or threatening conditions and take appropriate action. Ready, copy, and

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record figures accurately. Add, subtract, multiply and divide whole numbers. Copy records precisely without error. Complete routine forms. Maintain records according to established procedures. Develop and maintain effective working relationships. Answer routine telephone inquiries. Prepare meaningful, concise and accurate reports. Must demonstrate the ability to work under stress to meet schedule deadlines, perform duties in various work environments within private home and various weather conditions, provide emotional support, encouragement and motivate diverse families in a culturally appropriate, non-judgmental and sensitive manner.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to complete home visits, attend meetings with state agencies and community partners. Must have a current driver's license valid in the state of Ohio and access to a reliable personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote work as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health

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workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne

Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District
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Applications will be accepted on a continuous basis until the position is filled.