

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 1
Team	Early Childhood
Supervisor	Early Childhood Program Supervisor
Director	Early Childhood Director
Programs	Early Childhood Home Visiting
Funding Sources	Early Childhood Grant Funding
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	19
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal & sick leave
Pay Range	\$19.29 + 3.5% upon completion of probation
Regular Hours	40 hours per week
Date Posted	04/18/2025
Candidate Review	Rolling basis beginning 4/25/2025

JOB SUMMARY

The Early Childhood Home Visitor supports families with young children through regular home visits. This role focuses on promoting healthy child development, strengthening parenting skills, and connecting families with health, educational, and community resources.

EDUCATION & QUALIFICATIONS

- Must have a bachelor's degree in any field
- Experience in home visiting preferred
- Licensed Social Worker (LSW) or Registered Nurse (RN) credentials a plus
- Must complete requirements to obtain Home Visiting credential in the evidence-based parenting curriculum after hire

ESSENTIAL FUNCTIONS

- Conduct regular home visits to families with eligible children, provide support in child development, parenting, health services, and connecting families to needed community resources
- Establish and maintain trusting relationships with families through consistent, planned visits
- Perform developmental screenings and assessments according to program guidelines
- Maintain strict confidentiality of all information obtained during home visits and while coordinating with community partners and service providers
- Manage a consistent caseload as directed by the supervisor (Goal: 3–4 completed home visits per day), preparing thoroughly for each visit based on the family's needs and the child's age

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- Make and document referrals on behalf of families as needed
- Accurately document each visit, including contacts, progress, and identified needs, using daily activity logs and case records
- Submit required monthly and quarterly reports on time
- Enter data collected during home visits into the Early Track data system within 30 days of the visit
- Support the delivery of medical, educational, and social services to enrolled families
- Participate in supervision sessions and team meetings as scheduled
- Attend all required training courses to support professional development and ensure fidelity to the home visiting program model
- Assist in promoting public awareness of Home Visiting programs
- Perform other duties as assigned in alignment with the responsibilities of a public health employee

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

Proficient in conducting developmental and family screenings in alignment with program standards, strong interviewing and communication skills to engage effectively with families from diverse backgrounds, ability to build rapport and maintain relationships with clients and community partners, skilled in accurate and timely data entry using computer systems, including state-mandated data platforms, knowledge of early childhood development, family dynamics, and community health and social services, ability to maintain confidentiality and manage sensitive information with discretion and strong organizational and time management skills, with the ability to manage a caseload and meet reporting deadlines.

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 attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

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ORGANIZATION OVERVIEW

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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

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JOB OPPORTUNITY

Job Title	Family Support Specialist 1
Team	Early Childhood
Supervisor	Early Childhood Program Supervisor
Director	Early Childhood Director
Programs	Early Childhood Home Visiting
Funding Sources	Early Childhood Grant Funding
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	17
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal & sick leave
Pay Range	\$16.92 + 3.5% upon completion of probation
Regular Hours	40 hours per week
Date Posted	04/18/2025
Candidate Review	Rolling basis beginning 4/25/2025

JOB SUMMARY

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EDUCATION & QUALIFICATIONS

- Must have at least an associate's degree in a field closely related to public health, early childhood, nursing, teaching or human services related degrees preferred. Alternatively, an associate's degree in any field with documented experience working with parents/children
- Experience in home visiting preferred
- Demonstrated experience in working with or providing services to children and their families
- Proven ability to establish and maintain trusting, respectful relationships
- Experience and willingness to engage with culturally diverse populations
- Solid understanding of infants and child development
- Openness to reflective practice and continuous professional growth
- Must complete requirements to obtain Home Visiting credential in the evidence-based parenting curriculum after hire

ESSENTIAL FUNCTIONS

- Conduct regular home visits to families with eligible children, provide support in child development, parenting, health services, and connecting families to needed community resources
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- Assist in promoting public awareness of Home Visiting programs
- Perform other duties as assigned in alignment with the responsibilities of a public health employee

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KNOWLEDGE, SKILLS, AND ABILITIES

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Director	Early Childhood Director
Programs	Early Childhood Home Visiting
Funding Sources	Early Childhood Grant Funding
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	15
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal & sick leave
Pay Range	\$15.13 + 3.5% upon completion of probation
Regular Hours	40 hours per week
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EDUCATION & QUALIFICATIONS

- Must have a High School Diploma or GED
- Demonstrated experience in working with or providing services to children and their families
- Proven ability to establish and maintain trusting, respectful relationships
- Experience and willingness to engage with culturally diverse populations
- Solid understanding of infants and child development
- Openness to reflective practice and continuous professional growth
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