

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## HOME VISITOR – Santa Clara County

**POSITION SUMMARY:** Responsible for providing direct services to families, caregivers and teachers to help children grow and develop in a healthy and positive way. The home visitor provides support, training and education to families about issues such as child development, health and nutrition, community resources, quality care giving, maternal life development, family support, optimal child development, early intervention techniques, case management and referrals.

### POSITION OVERVIEW:

- Employment Type: Full time/Exempt
- Location: Rix Administrative Office
- Job Category: Administration
- Reports to: Clinical Supervisor/ Program Manager
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Intake Services: assess appropriate referrals, conduct intake interviews, and complete necessary paperwork
- Provide home visitation services within Scope of Practice and Competency level for children ages 0-5 and their families.
- Assessment of social, emotional and development of children birth to five years old.
- Establish mutually respectful partnerships with families to enhance the quality of their lives and their communities.
- Support families' efforts to reach their goals.
- Offer parents opportunities to be involved in group activities, including policy groups and educational activities based on interest and need.
- Provide opportunities for children to participate in family literacy services.
- Coordinate and integrate services education services in order to enhance effectiveness.
- Support families in accessing other community resources.
- Assist families in crisis.
- Implementation of Greenspan's floor time strategies.
- Establish and implement quality Home Visitation services.
- Document and necessary are completed in a timely manner and by stated deadlines.
- Develop service plan goals and charting.
- Maintain and update client chart.
- Provide billing reports and supporting documentation.
- Maintains a weekly 65% productivity (26.5 billable hours per week).
- Attend Clinical and Quality Chart review meetings as assigned.
- Communicate respectfully with professional and paraprofessional staff and other community members.
- Provide appropriate referrals to community resources.
- Report all suspected child abuse according to laws and regulations.
- Attend regularly scheduled trainings and community meetings as assigned.
- Able to work in a non-traditional setting.
- Position requires travel to varying locations.
- Use of self, self-awareness to work effectively with others.
- Knowledge and use of reflective practice.

#### POSITION QUALIFICATIONS/REQUIREMENTS:

- Bachelor or Master's Degree in psychology, social work, child development or related field.
- Bilingual preferred.
- 2+ years in the field of child development or social services, preferred.
- 2+ years in the field of infant and early childhood mental health, preferred.
- Training working with birth to five populations.
- Experience with multi-cultural communities.
- Experience working with young children 0-5 and their families.
- Familiar with principles of early childhood mental health assessment, treatment and diagnosis.
- Previous experience working within a Medi-Cal certified site and familiarity with Medi-Cal billable social services standards and expectations.
- Self-motivated; ability to work both semi-independently and in cooperation with others.
- Strong case management skills, intake & assessment skills, cultural competency.
- Effective and strong communication skills.
- Ability to exercise good judgment clinically, legally and ethically and to consult with supervisor as needed.
- Ability to make decisions and multi-task.
- Flexibility: willing to see clients in clinical setting, in community, in clients' homes and, work evenings and/or weekends. Able to work in non-traditional settings.
- Possess basic knowledge related to public regulations and guidelines governing the operations of mental health programs.
- Must have good oral and writing skills in the English language, including the ability to write concise, informative professional reports and assigned documentation in a timely manner.
- Position requires travel to varying locations.
- DMV printout.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

#### COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

#### ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**  
**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://www.Kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.