

COMMUNITY HEALTH PARTNERS, INC.
(Learning Partners Program)

Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Job Title: Parents as Teachers Home Visitor
Position Status: Non-Exempt
Effective Date: 8/2019
Reviewed By: Learning Partners Director

JOB SUMMARY: The Parents As Teachers Home Visitor provides services to promote healthy families through home visitation, referrals, screenings and assessments.

ESSENTIAL JOB FUNCTIONS:

- Use the Parents As Teachers curriculum (training provided) to work directly with parents and young children every day.
- Provide information on child development and effective parenting techniques.
- Screen and/or assess children for physical, cognitive and social-emotional development.
- Accurately record and maintain family visit records in a timely manner using an online database.
- Connect and refer families to community resources.
- Plan and run group events for families.
- Market the program and recruit families.
- Travel and/or participate in required local, regional and virtual meetings for training and collaboration.
- Report to work as scheduled and work a flexible schedule when needed. This will include infrequent evening and weekend work.
- Use personal vehicle to travel to home visits.
- Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.

Skills and Attitudes

1. Experience working with limited resource population.
2. Ability to work with grace under pressure.
3. Ability to work in a team and to share responsibilities and duties.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to set priorities, be organized, and be a self-starter.
6. Ability to be friendly, empathic and an adept communicator.

7. Ability to treat both staff and patients with respect.
8. Ability to navigate technology efficiently.
9. Ability to gracefully accept and respond to feedback.

Essential Physical Requirements

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting		X	
Standing	X		
Walking	X		
Speaking/Hearing			X
Seeing			X
Hand/Wrist Work (ie. Keyboarding)		X	
Pushing/Pulling	X		
Fine Manipulation	X		
Grasping	X		
Reaching	X		
Bend	X		
Kneel	X		
Squat	X		
Climb	X		
Lift 1-10 lbs		X	
Lift 11-20 lbs	X		
Lift 21-50 lbs	X		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB QUALIFICATIONS:

Education:

A Bachelor's degree in Social Work, Education, Child Development or a related field preferred.
Associate degree or CDA coupled with 2+ years experience in the field of maternal/child health, child development and/or public health required.

Experience:

Experience working with families with young children.
Experience using parenting skills curricula.
Experience working with families with limited resources and/or special needs.
Experience leading and/or working in small groups.
Experience teaching or presenting to individuals and groups.
Experience with computers: typing; using Microsoft Word, Excel, and Outlook; using a web browser to access and enter information into a database.

I have read the job description above and had any questions answered.

Name: _____

Date: _____