

Cascade County

Job Vacancy Announcement

Position: SafeCare® Home Visitor	Closing Date: Open Until Filled
County Dept: City-County Health Department	Dept. Admin.: Trisha Gardner
Type of Position: Full-Time	Salary: \$16.83 - \$17.79 DOE Must join MPEA Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The SafeCare® Home Visitor provides SafeCare® home visitation following the SafeCare® model requirements as follows: SafeCare® is a home visiting program for parents of children ages 0-5 years who are at risk for child maltreatment or have been reported to Child Protective Services (CPS) for child maltreatment. The program aims to reduce subsequent child maltreatment by educating parents on home safety, organization skills, child health and nutrition management and parent-child interaction skills. SafeCare® uses trained home visitors to educate parents on these components such that their skills are generalizable across settings, time and behaviors. SafeCare® utilizes a strength-based approach with all families while challenging them to find solutions for their problems over time. SafeCare® provides families with information about available community resources and services, assists parents in developing and fostering healthy self-concepts, self-help skills and self-reliance, administers required model specific screening tools, maintains accurate documentation at all times and handles sensitive, personal information according to agency guidelines, collaborates with community partners, staff and agencies and performs other related duties as assigned. The SafeCare® Home Visitor may also receive training as a SafeCare® Coach and Trainer and may be required to provide coaching and training to home visitors as required by the Healthy Montana Families SafeCare® Program. The SafeCare® Home Visitor performs, plans, organizes and conducts home visits using the evidence based "SafeCare®" model, performs administrative duties such as data entry and general office duties, works one-on-one with high risk families and young children 0-5 years of age in an effective and culturally sensitive manner. Collaborates with community partner agencies with the goal of strengthening families and preventing child abuse and neglect. This position requires strict adherence to privacy and confidentiality laws such as HIPAA due to handling of confidential and sensitive client information. This position is grant funded.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The SafeCare® Home Visitor creates and maintains respectful partnerships with high risk clients, maintains assigned caseload and conducts home visits with families in accordance to program guidelines, demonstrates ability to assume primary responsibility for planning and implementing of home visits and activities with parents of young children, 0-5 years of age, drives to families homes and delivers SafeCare® model to families and young children who are at risk for child maltreatment, SafeCare® home visitor provides 18-20 weeks of training to parents via weekly visits, lasting one or two hours, and training parents in such a way so their skills are generalizable across settings, time and behaviors, provides in-home parent education on health, home safety, parent-child interactions and problem solving, to include promoting age appropriate child development and health activities, parenting skills education and active participation of parents using the SafeCare® curriculum, assists families with improving the condition and quality of family life, improving attachment, bonding and providing safety for their children, assists and supports families in locating resources and scheduling appointments with community resources that best meet their needs and ensures seamless quality services for all enrolled children and their families, reviews each child's /family's goals and documents individual plans designed to promote current learning and attends to safety and social issues, completes developmental screenings and all other model required assessments with families within the SafeCare® expected timelines and in accordance with program guidelines, enters home visit data within five days of visit into electronic data system, tracks time and creates invoices for reimbursement, maintains accurate written/ electronic records including health information, assessments, screening instruments, anecdotal observations and other required forms, attends cross-model group meetings which provide education and information per PAT/SafeCare® guidelines, communicates frequently with other staff and parents, serves as liaison among medical and social service providers in the community, acts as an advocate for these families, attends and participates in all required SafeCare® trainings and fulfills the minimum amount of yearly professional development hours, participates in all required reflective supervision and coaching calls with model developers, establishes and maintains productive working relationships with fellow employees, supervisors and the public, works as a team player with staff, parents and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of SafeCare®, reports all suspected child abuse and neglect as required by law and documents accordingly, Informs supervisor of all possible reports to CFSD, performs duties efficiently and effectively, follows agency and County policies and procedures, maintains strict confidentiality of sensitive information.

Knowledge and understanding of: Community resources and skills to link families with appropriate agencies and services, early childhood development, mental health and developmental conditions, cultural sensitivity, HIPAA Privacy and Security Rules, Microsoft Office (Outlook, Word, Excel, Internet), safety policies and procedures.

Skills in: Decision making and effectively problem solving with families, decision making which may have moderate to major impact on the operation of program and/or agency, driving to make home visits sometimes in outlying areas, establishing effective working relationships with other county departments, employees, federal and state agencies, private agencies and the general public, effective time management and organization, written and verbal communication, Microsoft Office and MIECHV online database.

Ability to: Proficiently operate a computer to manage family data and complete required job duties, communicate effectively orally and in writing, demonstrate punctuality and observe required work hours, work as a team member collaborating with parents, community resources and partners such as Child and Family Services, supervise and monitor children at all times to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children who are very active and may need redirection in order to ensure their safety, respond timely and appropriately to an emergency or crisis situation, adapt to changes in the work environment, managing competing demands, changes approach or method to best fit the situation, deal with frequent change, delays and or unexpected events, work flexible schedule to accommodate family needs, may include some evening or weekend hours, adhere to a high degree of confidentiality and sensitivity towards families involved, maintain strict confidentiality and compliance with HIPAA privacy and security rules, interact with the public or other employees in a professional, respectful and courteous manner, interact with and assist distraught, emotional and upset individuals, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, work with families with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner and families involved with Child and Family Services, work with individuals of varying and diverse backgrounds in a professional, respectful and courteous manner, work with people from all walks of life, such as individuals with various social and emotional histories, high risk, unemployed, homeless, abused and people with mental health conditions, work independently or as a team member with minimal supervision, read and comprehend materials, analyze and compile information, kneel, bend and sit on the floor to attend to children's needs, occasionally lift up to 50 pounds, pass a criminal background check, use screwdriver and assist parents with the installation of safety latches, meet established timelines and/or deadlines, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, accept responsibility and be self-motivated, perform other duties as required or assigned.

EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum, all applicants must have:

Education/Experience/Training:

- Associates Degree in Human Services or related field required, Early Childhood Education preferred.
- **Or** a combination of education and work experience relevant to the position that includes working with at risk families **and** two (2) years of experience working with high risk families.

Certifications:

- Valid Driver's License issued by the State of Montana.

The successful applicant shall serve a 6-month probationary period and must join the MPEA Union. The successful applicant may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER