



# CASCADE COUNTY

## Job Vacancy Announcement

Submit all application materials to:  
Cascade County Human Resources Department  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Parents As Teachers Home Visitor**  
Schedule: **Full-time with Benefits**  
Department: **City-County Health Department**

Salary: **\$17.17 - \$18.15 per hour DOE**  
Closing Date: **Open Until Filled**  
**Must join MFPE Union**

### Education/Experience/Training:

- Bachelor's degree with a background in Social Work, Counseling, Family Studies, Psychology, Health Science, Nursing, Human Services **or** related field **and** two (2) years of experience working in the Human Services field required.
- **Or** an Associate degree in Human Services, Early Childhood Education preferred or related field, **and** four (4) years of experience providing social services to low-income families.
- **Or** High School Diploma, GED or HSE with completion of child development related classes and more than (4) four years of experience working with children and low-income families.

### Certifications:

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

### JOB SUMMARY

The Parents as Teachers (PAT) Home Visitor provides PAT home visitation as required by and in accordance with the following PAT model requirements: PAT is a nationwide evidence-based home visiting program for families prenatal to age five which provides child development knowledge and support to parents and caregivers. **Vision:** All children will learn, grow and develop to realize their full potential. **Mission:** To provide the information, support and encouragement parents need to help their children to develop optimally during the crucial early years of life. **Core Values:** The work of PAT is grounded in these basic beliefs. Parents are their children's first and most influential teachers, the early years of a child's life are critical for optimal development and provide the foundation for success in school and life, established and emerging research should be the foundation of a parent education and support curricula, training materials and services, all young children and their families deserve the same opportunities to succeed regardless of any demographic, geographic or economic considerations, an understanding and appreciation of the history and traditions of diverse cultures is essential in servicing families. The PAT Home Visitor will utilize a strength-based approach with all families while challenging them to find effective approaches and solutions for issues related to parenting and child development, provide families with information about available community resources and services, assist parents in developing and fostering healthy self-concepts, self-help skills and self-reliance, administer required model specific screening tools, maintain accurate documentation at all times and handle sensitive personal information according to agency guidelines, collaborate with community partners, staff and agencies and perform other related duties as required or assigned. Some of these services may be delivered through virtual platforms.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Creates and maintains respectful partnerships with clients, works with families/individuals of various cultural, social economical and educational backgrounds children in a culturally sensitive, empathic, non-judgmental, respectful and professional manner, demonstrates the ability to assume primary responsibility for planning and implementing home visits and activities with parents of young children, prenatally through kindergarten entry, provides in home or virtual visits to deliver health, educational, nutritional and child growth and development information to caregivers following PAT guidelines, coordinates with parents to ensure prenatal, well-child exams, immunizations, health screenings and nutrition assessments are completed and necessary follow up occurs, completes developmental screening and all other model required assessments with families within the PAT expected timelines and in accordance with program guidelines, 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 pregnant women, children and their families, assists families in improving the condition and quality of family life, improving parenting skills and helping parents access medical care for their children, provides and promotes age appropriate child development and health activities, parenting skills education and active participation of parents(s) using the PAT Curriculum, reviews each child's /family's goals and documents individual plans designed to promote current learning and attends to nutritional, health and social issues, maintains accurate written/electronic records including health information, assessments, screening instruments, anecdotal observations and other required forms, assists in planning and facilitation of monthly group meetings which provide education and information per PAT 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 required PAT trainings and fulfills the minimum amount of yearly professional development hours, maintains assigned caseloads and conducts home visits with families in accordance to program guidelines, responsible for consistent contact with referral agencies and program specific outreach activities and presentations, 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 PAT, maintains family

records in accordance with agency and funding source requirements and enters PAT information into MIECHV data system as required, reports all suspected child abuse and neglect as required by law and documents accordingly, informs supervisor of all possible reports to the child abuse hotline prior to report, participates in reflective supervision, peer to peer meetings and staff meetings as directed and required by the model developers, performs duties efficiently and effectively, follows all agency and County policies and procedures, maintains strict confidentiality of confidential and 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, CCHD and HIPAA privacy and security rules, policies and procedures, Microsoft Office, Outlook, Word, Excel and Internet, excellent written and verbal communication skills, safety policies and procedures.

***Skills in:*** Decision making and effective problem solving with families, decision making which may have moderate to major impact on the operation of program and/or agency, working with families with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner, effective and professional communication, both oral and written, in person or by telephone, efficient time management and organization,

***Ability to:*** Efficiently use Microsoft Office and MIECHV online database, proficiently operate a computer and a variety of office equipment to complete required job duties, work as a team member collaborating with parents and community resources, work a flexible schedule to accommodate family needs which may include some evening or weekend hours, interact with the public or other employees in a professional, respectful and courteous manner, 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 to ensure their safety, respond appropriately to an emergency or crisis situation, adapt to changes in the work environment and frequent change, delays and/or unexpected events, manage competing demands, change approach or method to best fit the situation, exercise sound judgment and decision-making skills within established policies and procedures, adhere to a high degree of confidentiality and sensitivity towards the families involved and maintain strict confidentiality and compliance with CCHD and HIPAA privacy and security rules, policies and procedures, work with families/individuals of varying and diverse with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner, work independently and as a team member with minimal supervision, read, analyze, comprehend and compile information and materials, communicate in a professional and effective manner with others, both orally and in writing, 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, observe work hours and demonstrate punctuality, safely operate County vehicles to home visits in town or outlying areas, perform other duties as required or assigned.

**The successful applicant shall serve a 6-month probationary period and will 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 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**