

Employment Announcement

Position Title:	Home Visitor
Department:	First Born® Program
Job Classification:	Full time: 32 to 40 hours per week
FLSA Status:	Non-Exempt
Reports to:	First Born® Team Lead
Posting Date:	May 14, 2019

Summary

This position provides culturally sensitive, in-home and community visitation services to first time families (prenatal and postpartum) within Santa Fe County. The home visitor provides education and support through use of reflective listening and utilizes structured curriculum to provide optimal opportunities for child and family growth and development. The home visitor assists families in linking with relevant community resources and completes developmental and other screens as required by program standards. The home visitor must participate in relevant program activities, such as training and supervision. Extensive local travel is required, as well as working some evening and weekend hours, and all activities must be documented in electronic and other files.

Key Areas of Responsibility:

- Provide support, education, referrals and assistance in the home setting to new parents within Santa Fe County
- Attend all First Born® staff meetings and scheduled training sessions
- Attend all scheduled supervision with First Born® Program Lead and actively participate in the process
- Maintain an active caseload, adhering to minimum visit requirements and other guidelines as established by program standards
- Maintain clinical records (primarily electronic) according to program standards and guidelines
- Maintain confidentiality and HIPAA requirements of families receiving First Born® services
- Demonstrate understanding of different backgrounds, family situations, and values; provide services in a culturally sensitive manner
- Represent and advocate for First Born® and other UWSFC programs in the community
- Collaborate and coordinate services with other community agencies
- Create and maintain positive relationships with referral sources and community partners
- Submit required information for reports to funders in a timely and accurate manner
- Maintain a record of scheduled home visits according to program guidelines
- As directed, represent First Born® at special events or programs (events may be held outside regular work hours)
- Perform within the prescribed limits of UWSFC's ethics and compliance policies
- Perform other duties as assigned by supervisor.

Qualifications:

1. High school diploma or GED required
2. College or graduate school degree preferred
3. Experience working with populations served by First Born®, to include children ages 0-3, pregnant mothers and families representing a wide range of socio-economic and cultural backgrounds, highly preferred
4. Bilingual (English/Spanish) strongly preferred
5. Ability to maintain accurate and current records and correspondence using both paper and electronic files
6. Excellent interpersonal communication skills
7. Ability to pass a mandatory background clearance required of all childcare workers in the State of New Mexico
8. CPR certified within first 90 days of employment
9. FAN (Facilitating Attuned INteractions) certification within one year of hire
10. If required, successful completion of Infant Family Studies Certificate within 2 years of hire
11. Reliable transportation with valid New Mexico driver's license, current automobile registration and proof of auto insurance
12. Ability to work well in culturally diverse settings, which includes knowledge of local population served
13. Ability to work independently and within a team setting
14. While performing the duties of this job, the employee is regularly required to walk, stand, drive, sit for long periods of time and use computer equipment and cell phones. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must be able to lift 40 pounds. Due to the home-based model of services, the employee is required to work in participant families' homes and community resource agencies and businesses. Extensive local travel is required and occasional long-distance travel may be required for training purposes.

All candidates are required to participate in pre-employment screening, background investigation and verification of education credentials, as well as proof of reliable transportation and a valid driver's license.

Compensation contingent upon experience, education, and certifications: full benefit package. Relocation funding is not available. EEO.

To apply, please complete the UWSFC Application for Employment on this website: <https://www.uwsfc.org/uwsfc-application-employment/>