



## **Job Description**

Position Title: FFN Home Visitor  
Department: Families, Friends and Neighbors (FFN) Program  
Job Classification: Regular, Full-Time (32 hours)  
FLSA Status: Non-exempt  
Reports to: Home Visiting Program Manager  
Date: 9/4/19

### **Summary:**

This position provides culturally sensitive, in-home and community visitation services to unregistered, unlicensed home-based childcare providers and other interested individuals 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 the development of home-based childcare providers and other individuals. The home visitor assists childcare providers and families in identifying needs and areas for further development and links individuals to relevant community resources. The home visitor participates in relevant program activities, such as training and supervision, and participates as a member of a larger team. Extensive local travel is required and all activities must be documented in electronic and other files.

### **Key Areas of Responsibility:**

- Provide support, education, referrals and assistance to childcare providers and other individuals within Santa Fe County.
- Establish a visible and consistent presence in various community settings, i.e. churches, check cashing locales, schools, social service agencies and other areas, to reach individuals who may not be currently engaged in services.
- Attend all required staff meetings and scheduled training sessions.
- Attend all scheduled supervision with supervisor and actively participate in the process.
- Maintain an active caseload of 15-20 caregivers at a time adhering to minimum visit requirements and other guidelines as established by program standards.
- Maintain clinical electronic records and/or paper files according to program standards and guidelines.
- Maintain confidentiality and HIPAA requirements of families/individuals receiving services.
- Demonstrate an effective understanding of different backgrounds, family situations, and values; provide services in a culturally sensitive manner.
- Represent and advocate for FFN 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 and other activities according to program guidelines.
- As directed, represent UWSFC 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: College or graduate school degree preferred
2. Experience working with populations served by UWSFC, to include children ages 0-5, pregnant mothers and families representing a wide range of socio-economic and cultural backgrounds required
3. Bilingual (English/Spanish) required
4. Ability to maintain accurate and current records and correspondence using both paper and electronic files
5. Excellent interpersonal communication skills
6. Ability to pass a mandatory background clearance required of all childcare workers in the State of New Mexico
7. CPR certified within first 90 days of employment
8. Reliable transportation with valid New Mexico driver's license, current automobile registration and proof of auto insurance
9. Ability to work well in culturally diverse settings, which includes knowledge of local population served
10. Ability to work independently and within a team setting
11. 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/>

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Print Name

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Date