



# TRIBAL HOME VISITOR

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**DEPT/PROGRAM:** Tribal Home Visiting (THV)

**REPORTS TO:** Program Manager

**FLSA STATUS:** Non Exempt, Full-Time

**LAST REVISED:** October 2018

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### **POSITION SUMMARY:**

The Tribal Home Visiting position provides ongoing and long-term individualized parenting support to Native American caregivers and their child(ren). Tribal Home Visitors use their skills and abilities to motivate families, develop family goals, address challenges, and celebrate milestones in a facilitated and caring approach. This position plays an essential role to carry out program and grant expectations by completing the necessary data collection and best practices through home visits with families. This position requires a highly motivated individual, who can work remotely, and navigate on their own resources and information in urban and rural environmental settings. This position provides opportunities to further ones professional development in the skill as a Home Visitor as well as obtain recognized training and certifications for working with prenatal families, infants, toddlers, young children and caregivers.

### **POSITION RESPONSIBILITIES:**

- Provide and complete weekly to bi-weekly home visits implementing the Parents As Teachers model and curriculum with Native American families who are prenatal or have a child between 0-5 years.
- Provide home visits to families using best practices or other program approved approaches, conducting services in a culturally-responsive and culturally-sensitive manner, making necessary accommodations and adaptations.
- Complete all necessary forms, screenings, and assessment as required by the program and grant requirements.
- Assist families in locating and accessing needed resources within the community who are identified as “at-risk” or based on completed screening and assessment results.
- Conduct necessary follow-up with caregivers and providers to ensure family goals and needs are met.
- Complete planning documents and prepare all necessary activities and materials for home visits.
- Complete and submit all necessary home visit service documentation as required by the program and grant requirements.
- Complete all necessary data entry into the designated database system(s) and/or interfaces within the required timeframes.
- Maintain and track individual family home visiting services that ensures fidelity to the model and achieves necessary program and grant requirements.
- Accurately track, monitor and submit administrative tasks such as, but not limited to, work time, mileage, leave requests, payment requests, and payment reimbursements to the appropriate staff person.
- Develop and maintain appropriate and professional relationships with caregivers and children with emphasis on strengthening the caregiver-child relationship.
- Initiate and utilize various forms of communication via in-person meetings, phone calls, emails, texting, and other modes of correspondence.
- Ensures confidentiality of all collected caregiver and child information at all times.

## Position Description

- Participates in family service coordination and planning meetings which include provider-to-provider meetings and correspondence, Individual Family Service Planning (IFSP) meetings, transition meetings, or any other service coordination that involves necessary collaboration on behalf of the family.
- Delivers and encourages caregivers to participate in program activities outside of their home visits such as Family Group Connections, Parent Advisory Groups, community events, etc.
- Facilitates a minimum of 2 Family Group Connections per year and completes all necessary tasks, activities and documentation.
- Completes a minimum 2 hours of Reflective Supervision and 2 hours of Administrative Supervision per month.
- Shares pertinent information with supervisor and team members regarding work progress, successes, barriers, concerns and other areas that may have an impact on the program.
- Actively participates in all required and requested program staff meetings, trainings, and organizational events.
- Actively participates in all required and requested continuous improvement processes, program evaluation activities, work performance evaluations, and other activities to enhance program services.
- Maintain responsiveness to family and program needs that is both solution-oriented and strengths-based.
- Maintains a positive self-image and working relationships with NAPPR families, organizational staff, community partners and providers, and stakeholders.
- Maintain a positive and productive work environment while supporting program goals and initiatives.

### **OTHER POSITION RESPONSIBILITIES:**

- Assist with filing of program documents.
- Participates in program and organizational outreach and recruitment activities and events.
- Perform all other duties as assigned by the Program Manager and/or Program Director.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **POSITION QUALIFICATIONS:**

#### **Education Requirements**

- A minimum of an Associates of Art (AA) degree or higher in Early Childhood Education, Family Studies, Health Education, or related field.

#### **Experience Requirements**

- Minimum 2 years work experience with prenatal families, infants, toddlers and their caregivers.
- Minimum 2 years work experience with “high-risk” or “high-needs” populations.
- Experience working with Native American families and communities.

#### **Competencies**

**Core Competencies** (*Individual Contributor, Home Visitor, Health Care Guide, Classroom Teacher, Cook/Float, Administrative/Program Assistant, Receptionist, Bookkeeper, Non-exempt Specialist/Coordinator*)

- Effective Communication – excellent verbal and written communication, including both expressive and receptive skills
- Customer Orientation – ability to anticipate and meet needs that is service-oriented
- Relationship Building – devote time to maintain ongoing connections

# Position Description

- Drive/Energy – maintain high level of energy and motivation
- Team Player – participate and collaborate with team members to achieve goals

## **Position-based competencies (THV Home Visitor)**

- Functional/Technical Expertise – build continuous knowledge, and maintain a learning state of mind
- Sensitivity – Communicate and express respect, empathy, care and appreciation
- Organizing and Planning – manage time, maximize productivity, and prioritize responsibilities
- Problem solving and decision making – balance between studying and solving problems, dispelling assumptions, commit to action, and use sound judgment
- Results Orientation – maintain appropriate focus on outcomes and goals

## **Specialized or unique knowledge, skills or abilities**

- Certified Parent As Teacher Parent Educator (current certification highly desired)
- Certified Circle of Security Parenting Facilitator highly desired
- Certified Infant Massage Facilitator highly desired
- Excellent mental flexibility, motivation, and self-confidence
- Provide effective adult learning approaches and techniques with caregivers
- Excellent ability to learn large amounts of information quickly and effectively
- Excellent computer ability and skill with database software, Word, Excel, Outlook and other web and computer based applications
- Ability to manage repetitive, instructional tasks, and multiple priorities
- Experience with current home visiting practices such as Reflective Supervision, parallel processes, trauma-informed care, etc.

## **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Typical work environment situations include frequent sitting, standing, bending walking, talking, hearing, using hands to grip, type; reaching with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs, run. 6-8 hours per day. 2-4 hours spent in strenuous physical activity, lifting up to 30 lbs. per day.
- The physical environment requires the employee to work primarily inside, in temperature controlled conditions and not-temperature controlled conditions. Some noise and interruptions are present.
- Additional physical environments include personal vehicle, private homes and occasionally outside.

## **Special Working Requirements:**

- Must have a functional automobile at his/her disposal; a valid, non-suspended NM driver's license and a current automobile liability policy with continuous coverage
- Must pass a pre-employment background check
- No substantiation or criminal conviction of child abuse or neglect
- No conviction of DUI or other moving violations in the past 3 years which will prevent insurability under NAPPR's liability coverage
- May require need for flexible schedules, including occasional evening and weekend work
- Travel within the state and out-of-state required

## Position Description

**ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Print Name:	Date:
Supervisor Signature:	

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Print Name:	Date:
Employee Signature:	