

# Penquis Community Action Program

## Job Description

**Job Title:** PATT Home Visitor

**Supervisor:** Division Manager

### **Job Summary:**

You assist in the recruitment of families and provide supportive home visiting to first time families who are pregnant and parenting to assure their knowledge and well being in order to enhance their ability to provide a nurturing home environment. You deliver parent education through individual and group work. You establish and maintain solid working relationships with area providers and community member.

### **Desired Results:**

1. Parents and their young children experience enhanced attachment and positive parent-child interactions.
2. Child abuse and neglect is reduced.
3. Children have enhances physical, emotional, intellectual and social development.
4. Families demonstrate increased knowledge in the area of child development and have realistic developmental expectations.
5. Parents understand their role as their child's first teacher and its value.
6. Families understand and practice preventive health.
7. Families access services for which they are eligible.

### **Essential Functions:**

1. Upon receipt of referrals of first-time families from hospitals, area physicians, community providers, Public Health Nursing, and families, assess their needs and develop plans, in conjunction with the family that identifies their strengths and addresses their needs.
2. Maintain high level of knowledge of area resources and make appropriate referrals to meet family needs.
3. Perform developmental screening on infants and children enrolled in the program.
4. Determine the educational needs of parents regarding child development.
5. Provide in-home education prenatally and continue through the pregnancy and until the child enters school or reaches age five. Provide follow-up through telephone calls, home and office, and record interviews.
6. Provide group education and support for families.
7. Maintain records, collect data and generate reports as required.
8. Maintain confidentiality, obtaining informed consent before sharing appropriate information between providers.
9. Advocate for families, as liaison between families and community, schools, agencies and providers.
10. Practice professional relationships with families; provide guidance to parents which encourages them to make choices that are in the best interest of themselves and their children.
11. Coordinate and maintain flexible working hours to accommodate the needs of families.

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12. Participate in education and training that increases knowledge base and enhances the delivery of service to families.
13. Participate in community activity which promotes healthy families and the prevention of child abuse and neglect.
14. Participate in agency activities which result in greater integration of services and in enhanced documentation of performance based outcomes.
15. Perform other related activities, as required, to assure program/department success.

### **Required Qualifications:**

1. Bachelors degree in Social Work, Nursing, Health Education, Child Development, Psychology, or other related field.
2. Previous experience facilitating/teaching groups.
3. One year experience working in a related field.
4. Working knowledge of area resources.
5. Excellent written and verbal communication skills.
6. Computer proficiency and experience, including word processing skills.
7. Reliable, insured transportation.

### **Preferred Qualifications:**

1. Experience with PATT, PAT or Healthy Families Programs.



Approved: \_\_\_\_\_

Charles Newton, Executive Director