



*Community Chest, Inc.*

## **Home Visitor Job Description**

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### **Position Objective**

To provide holistic and comprehensive case management services to all families who are eligible to participate in the Nevada Families First Home Visiting program. This process includes intake assessment, goal setting, plan development, progress monitoring, advocacy, referrals, financial management, grant knowledge, reporting, and overall ability to work with people in their homes.

### **Qualifications/Requirements**

- Bachelor's Degree in Human Development and Family Studies, Education, Sociology, Psychology, Public Health or similar majors and two years' experience working with ECE aged youth and families OR a combination of experience and education.
- Parents at Teachers certification a plus (ability to obtain within three months)
- Knowledge and skills in community based case management preferred
- Knowledge of community resources
- Knowledge of child development
- Intermediate computer skills including: Microsoft Office and Google Docs and data management systems
- Experience with recruitment of program participants
- Experience working with persons in crisis AND high-risk individuals preferred
- Excellent written and verbal communication skills, ability to establish rapport
- Ability to motivate others towards achieving goals
- Ability to work independently with strong sense of focus, task-oriented, non- judgmental, open personal qualities, clear sense of boundaries
- A strong sense of and respect for confidentiality involving both clients and fellow employees
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate
- Ability to legally operate a motor vehicle and provide own transportation

- Good interpersonal, communication and documentation skills
- Flexible scheduling required
- Complete Nevada Law Enforcement background

### **Physical Demands**

While performing the duties of the job, the employee is regularly required to communicate in person or by telephone. The employee is frequently required to stand, walk, reach, bend; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee occasionally must sit and/or drive for periods of time exceeding 45 minutes. The employee must occasionally lift and/or move up to 40 pounds. The employee occasionally must sit on the floor for up to an hour at a time.

### **Essential Duties/Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain an overall caseload of 12 -15 families
- Meet with clients weekly or bi-weekly in client homes
- Adhere to Parents as Teachers program fidelity
- Connect individuals with needed and available community resources
- Input accurate and complete data for all families into multiple databases
- Act as a liaison between Community Chest, Inc. and community partners
- Maintains a high level of ethical conduct regarding confidentiality, dual-relationships, and professional stature
- Conduct program outreach and community outreach
- Recruit new families in to our program
- Continuously work with fellow staff to promote excellence as a program, cohesion of service for clients, and to encourage teamwork
- Participate in regular staff meetings, staff training programs, supervisory sessions, and staff retreats
- Maintain the necessary Parents at Teachers certification
- Provide all required documentation in a timely manner, which may include family assessments, check requests, grant reporting, data entry, lesson planning
- Work as part of a team to provide wrap around care to the clients we serve
- Plan and implement monthly group connections
- Mandated reporting
- Adhere to agency policy, procedures and the professional code of ethics
- Problem solve and multi task on a daily basis
- Perform other duties as assigned

- **This position will require travel approximately 30 percent of the work week to rural areas of Nevada (This could include Storey County, Lyon County, Mineral County, Douglas County, Churchill County, Northern Nye County, Carson City and more.)**

**Status:** Full-Time

**Benefits:** 100% employer-paid health insurance after 90-day introductory period. Dental benefits are voluntary and employee-paid. Employer paid retirement of 5% of gross earnings after one year. 14 paid holidays per year. Competitive leave allowances.

*Revised April 2023*