

MONO COUNTY OFFICE OF EDUCATION

Part-Time Parent/Infant Home Visitor
Grant funded position

PARENT/INFANT HOME VISITOR and GROUP LEADER PART-TIME

Definition:

The Home Visitor helps parents to understand the development and temperaments of their infant, discuss and address parenting challenges, and link to family and child-focused services in their community. Lactation assistance is provided to ensure that parents who chose to breastfeed their infant may do so successfully. The Home Visitor fosters the view and practice in parents that they are their baby's first and most important teacher, and reinforces this concept with practical suggestions. The Home Visitor treats all individuals with dignity and respect and exemplifies the First 5 Mono County commitment to supporting children and their families in Mono County.

The Home Visitor works out of his/her home to prepare and maintain records and materials, and arranges in-home visits at times and days of the week that meet the needs of parents, with occasional travel to Mammoth and other communities to attend staff meetings and other trainings.

Employee shall perform the services of Group Leader, including Peapod Program Leader for the Peapod Program to include the establishment, facilitation, and development of "new parent" playgroups ("playgroups") and assistive services in a manner that is consistent with the Commission's Peapod Program. The work includes implementation of the tasks and services included in establishing, developing and providing playgroups and associated support for parents of young children.

The focus of the Peapod Program is on the development of playgroups for new parents countywide to enhance the health and social/emotional development of children ages 0-5, and the mental health and stability of young parents. The program will also provide a safe and secure setting for parents to engage in discussion of mental health issues and issues facing new parents; work to increase the knowledge and confidence of new parents; and provide a forum to encourage new parents to gain stronger ties and connection to their community.

By presenting information about mental health within the same context that information is provided about parenting issues, the program seeks to destigmatize the use of local mental health services. Parent Leaders will seek to foster early recognition of emergent post-partum and other mental disorders and provide a forum for open and frank discussion of mental health issues (destigmatization), where seeking assistance for mental health problems/issues is encouraged and normalized.

Supervision Exercised and Received:

An employee in this classification receives supervision from the First 5 Mono County Director, within a broad framework of policies and procedures.

Examples of Duties and Responsibilities:

Duties and responsibilities may include but are not limited to the following:

1. Provide home visiting services for up to 50 families annually with infants.
2. Make visits at hospital discharge or within 1 month of discharge, 4 months, and 9 months, and more often as needed. Home visits are approximately one hour in length and may be conducted during regular daytime or evening hours, and on weekends.
3. Conduct outreach and recruitment activities to identify families who qualify for the program, and implement enrollment procedures.
4. Observe and confer with parents for the purpose of providing practical information related to child's cognitive, motor, emotional, and literacy development. Teach and model parenting techniques and activities.
5. Provide lactation education and support to families who choose to breastfeed their infant.
6. Encourage and assist expectant women to make appropriate preparations for the development and birth of their infants, as needed, in the community or on the phone. Assist parent with obtaining postpartum care: screening for postpartum depression.
7. Prepare and maintain detailed child and family records, and maintain confidentiality of all information acquired. Prepare various documents for the purpose of providing information required for program evaluation.
8. Screen children in program periodically for educational and health development for the purpose of referring when necessary to the program coordinator of suspected delays in child development.
9. Assist parents in using existing resources in their community to create a safe and stimulating environment for their children. Make appropriate referrals and follow up on all referrals acting as an advocate when needed.
10. Network with other agencies providing services to children and families to ensure a coordinated service-delivery system.
11. Report suspected cases of child abuse and neglect in accordance with regulations and policy.
12. Use a computer from home to gather, record, retrieve, collate, copy, and disseminate information.
13. Participate in monthly staff meetings in person or by phone, and attend other meetings and trainings as directed.
14. Travel locally (Mono County) using personal vehicle to conduct home visits and attend meetings, as assigned.
15. Comply with MCOE policies and procedures, administrative regulations and other applicable state and federal regulations.
16. Perform other job related duties as assigned.
17. Provide weekly, or as assigned, in-community playgroups to families with young children. The playgroups shall be geared toward parents with newborns, however all families with children ages prenatal to six are welcome.
18. Conduct, on an annual basis, Up to four (4) ten (10) session English-speaking or Spanish-speaking playgroups in a specified geographic region
19. Offer Parent support, and playgroup curriculum and topic content, shall be targeted toward meeting the goals and objectives of the Peapod Program and Home Visiting program and shall be determined by Employee, in consultation with First 5.
20. The types of parent support to be offered, and topics to be covered, during playgroups may include but is not limited to: basic parenting skills and strategies; breastfeeding

support; the importance of mental health in raising healthy families, including mental health issues common to young families; and discussion of area resources for assistance.

21. Coordinate with Commission to secure adequate space for group meetings.
22. Maintain and track Peapod Program playgroup equipment and supplies.

Recruitment/Referral/Outreach

- Advertise and recruit families for participation in home visiting and groups via written and electronic media, and person-to-person contact, including phone contact. Commission will provide assistance with recruitment, as needed.
- Make every effort to outreach underserved populations within the community, particularly families who are socially isolated.
- Link families to community-based family supports, including mental health services. Educate parents about the availability of mental health services, including the opportunity to receive no-cost services through Mono County Mental Health for parents who lack any third-party payer support.

Work with individuals participating in programs as persons needing mental health services by referring and encouraging them to contact Mono County Mental Health. Any such contact and referral shall be kept confidential from other group members, if communicated to Employee outside of a group session. It is understood that contact and referral information made during a group session will, by definition, be communicated to all group participants in attendance.

- Collaborate with a variety of private and public agencies to facilitate the goals of this program, including the Mono County Children and Families Commission, Mono County Mental Health, local schools, California Early Start Program, Mono County Public Health, Mono County Department of Social Services, Mammoth Hospital, and the Mono County Superintendent of Schools. Employee shall establish primary contacts with each of these agencies.
- Coordinate with agency partners to maximize outreach to young children and their families, including distribution of community partners' literature and information at playgroups and community outreach events.

Evaluation:

- Collect demographic data on program outreach efforts and the participants served, as specified by the Commission. Provide the Commission with a roster of participants and the number of referrals served by, and made by, the programs.
- Evaluate participants for mental health and other service referrals, and observe and report on the success of the group setting for distribution of, and information about, family support services including mental health services.
- Gather feedback from participants after every session or meeting to determine effectiveness of the parent support services.
- Submit demographic data monthly, along with Employee's request for payment.
- Participate in a follow-up assessment/survey to gauge the impact of the programs.

Knowledge of:

1. Bilingual English/Spanish desired
2. Child growth and development, and community resources within Mono County.
3. Principles of group facilitation and administrative organization of parent/child playgroups.
4. Identification of basic mental health issues among new parents, including early recognition of emergent post-partum and other mental disorders.

Ability to:

1. Become a Certified Parents as Teachers parent educator (paid for by program).
2. Plan, organize and implement home visiting curriculum and manage a home visiting schedule.
3. Respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community, and work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.
4. Communicate positively and effectively with staff, government officials, parents, children, supervisor, and the general public verbally and in writing.
5. Maintain complete, organized, and accurate files, meet deadlines, and maintain confidentiality of restricted information.
6. Use independent judgment in the performance of tasks.
7. Work under stressful conditions and balance priorities between work and home.
8. Maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with parents and program staff.
9. Accept, reflect, and act upon feedback. Facilitate and model respectful, professional communication and teamwork. Foster positive relationships and work as part of a team.
10. Occasionally upgrade skills in order to meet changing job conditions.
11. Work independently and with little or no supervision, and adapt to changing work priorities.
12. Adhere to program and agency safety practices.
13. Conduct home visits, group meetings and other activities during daytime, evening, and weekend hours, as needed, to meet the needs of families and agencies with whom the program works.
14. Use personal vehicle for home visits and other work related tasks, and be accessible by telephone.
15. Use personal computer to prepare and maintain client records and prepare reports. Effectively operate computers for email, Internet research, word processing (Microsoft Word), and the manipulation of databases.
16. Track time worked and expenses incurred, and submit detailed work records to program administrators.

Education and Experience:

1. High School Diploma

2. One year experience working with children, or one year experience working with infants and toddlers, or one year experience working with families.
3. Any combination of training, and/or experience which demonstrates ability to perform the duties as described may be considered.

Qualifications preferred:

- Bachelor's Degree in Early Childhood Education or Child Development.
- Bilingual English/Spanish

Physical Requirements:

Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting fifty-five (55) pounds on an occasional basis and in excess of fifty-five (55) pounds with assistance. Ability to work at a desk; ability to stand for extended periods of time; ability to see for purposes of reading rules and policies and other printed matter; ability to hear and understand speech at normal levels; ability to communicate so others will be able to clearly understand; ability to operate office equipment; ability to bend and twist; ability to reach in all directions.

Other Requirements:

- Possession of valid drivers license and
- TB testing
- Fingerprint background check
- Compliance with the MCOE dress code and other policies

Probationary Period: One Year

Salary Range: Set by financial parameters of specific grant. Range 41 (\$15.15 to \$19.43/hr)

9/1/2010