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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	HOME VISITOR – FAMILIES FIRST
<b>DEPARTMENT:</b>	PUBLIC HEALTH
<b>CLASSIFICATION:</b>	HOME VISITOR
<b>UNION:</b>	MGEU COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	FAMILIES FIRST COORDINATOR, MANAGER HEALTH SERVICES – PUBLIC HEALTH
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

The Families First Home Visitor works with families using a strength-based and solution-focused approach to promote positive parent-child relationships, support healthy childhood growth and development, enhance parenting skills, promote safety and well-being, and connect families with their community. The Families First Home Visitor reports to the Public Health Nurse/Families First Coordinator who provides reflective supervision and coordination for guidance in regional day-to-day operations; in conjunction with the Public Health Nurse and Manager Health Services – Public Health.

Families First is a provincially directed community-based resource designed to promote healthy growth and development of children by supporting families, in their homes, during pregnancy and the first five years of a child's life, for a period of up to three years. A Families First Home Visitor works as a member of an inter-disciplinary team to initiate and maintain regular connection through family-centered home visiting. The incumbent will utilize an evidence-based curriculum and share activities that support positive parent-child interactions. In consultation and with guidance from Public Health Nurses, the Home Visitor has a responsibility to support families to explore goals related to their family's culture and values. The Home Visitor implements home visiting practices according to established guidelines of the provincial Families First Program. The position functions in a manner that is consistent with the mission, vision, values, and policies of the Interlake Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and creating working environments free of racism for both clients and

employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

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## **ESSENTIAL FUNCTIONS AND DUTIES**

Function and duties include but are not limited to the following:

### **Home Visitation**

- Deliver a Provincially approved, strength-based curriculum with families and their children to foster family well-being and positive parent-child interactions to enhance a secure attachment and promote healthy childhood growth and development.
- Establish and maintain trusting, purposeful, and professional supportive relationships with assigned families, within the Families First Home Visitor's scope of practice.
- Utilize Towards Flourishing information and curriculum with families during home visits.
- Use a non-judgmental, strength-based, family-centered and holistic, solution-focused approach to support critical thinking and problem-solving skills with assigned families.
- Identify and address complex family situations using standardized curriculum and seek support when necessary.
- Connect families to community resources that foster a sense of belonging.
- Collaboratively plan, implement, and evaluate home visiting practices that align with Families First program goals during reflective supervision.
- Work flexible hours, including evenings and weekends, based on families' needs.

### **Communication and Collaboration**

- Communicate and collaborate regularly with the Public Health Nurse/Families First Coordinators/Public Health Nurse Case Managers to support families' goals, optimal child development, and family functioning.
- Collaborate with members of the interdisciplinary team to deliver holistic, culturally safe and appropriate care.
- Collaborate with team members and prioritize components of practice, including planning and implementation.
- Respect, promote, and interact effectively with diverse individuals, groups, and communities.
- Makes positive connections maintaining therapeutic boundaries with families when offering support.

### **Professional Responsibility and Accountability**

- Demonstrate professionalism within the scope of the position, including reliability, responsibility, and punctuality.
- Effectively plan, manage, and prioritize work.
- Follow organizational guidelines, policies, and procedures, including the provincial Families First Program and quality assurance standards.
- Maintain a positive working relationship with the multi-disciplinary team based on work environment.

- Follow regional safe work practices, including working alone policies, and immediately communicate any activity or action which may constitute a risk to client or staff safety.
- Attain and maintain proficiency in Home Visitor competencies.
- Seek professional development opportunities aligned with current practices and population needs.
- Actively participate in reflective supervision utilizing a strength-based approach to promote skill development and to maintain fidelity in home visiting practices.
- Participate in scheduled shadow home visits with Reflective Supervisors utilizing a strength-based philosophy.
- Attend and share information with ongoing education sessions at required meetings or events.
- Engage in community activities and parenting groups as appropriate and within regional practice guidelines when home visiting caseloads allow.
- Serve as a resource to staff and other health care professionals and maintain professional networks.
- Support the orientation of new staff and provide job shadowing as required.
- Participate in program evaluation and research processes.
- Adhere to Workplace Safety and Health Regulations and Policies and Infection Prevention and Control Guidelines.
- Maintain confidentiality in accordance with legislation: Personal Health Information Act (PHIA), Freedom of Information Protection and Privacy Act (FIPPA), Mental health Act, Child and Family Services Act.
- Disclose any potential conflicts of interest, in accordance with the IERHA Conflict of Interest policy.

#### **Administrative Responsibility and Accountability**

- Complete documentation in accordance with regional and provincial program requirements, including monthly statistical reports.
- Complete probationary period and participate in performance reviews.
- Pursuant to the Health System Governance and Accountability Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

#### **OTHER**

- Performs other duties as assigned.

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#### **QUALIFICATIONS**

##### **EDUCATION/CERTIFICATION:**

- Grade 12.
- Commitment to complete Growing Great Kids Next Generation Tier One and Tier Two Training required, at earliest opportunity.
- Other combinations of education and experience may be considered.
- Commitment to complete Towards Flourishing educational sessions.

- Certification as a Community Support Worker, Social Services Worker, Family Support Worker, Early Childhood Educator, FASD Program or other relevant post-secondary education in a related field is an asset.

**REQUIRED KNOWLEDGE:**

- Knowledge of early childhood growth and development (prenatal to age five) and demonstrated skills in sharing this information with families.
- Knowledge of infant and child care - demonstrated skills in sharing this information with families.
- Basic understanding of various cultural customs, traditions and values is an asset.

**EXPERIENCE REQUIRED:**

- Minimum (1) year experience working with families with young children ages 0-5, or prenatal families in areas related to parenting, in the last five years required.

**SKILLS/COMPETENCIES:**

- Strong problem solving and decision-making skills.
- Ability to adapt to a work environment within an organization that embraces change.
- Shows initiative and able to take direction.
- Able to work collaboratively within a multidisciplinary team using effective communication and interpersonal skills.
- Ability to effectively use curriculum-based resources.
- Ability to plan, organize and implement strength-based, trauma-informed, holistic and culturally safe practices effectively.
- Understanding of Indigenous culture, traditions, values, and language is an asset.
- Proficiency with Microsoft programs (Outlook, Word, Excel, Access, and PowerPoint), as well as Internet applications, other Information Technology, and technical equipment.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require. Will require access to a reliable vehicle.
  - Physically able to lift and carry equipment weighing up to 20 lbs. or 9 kgs.
  - Evening and weekend work may be required.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Manitoba Association of Safety in Healthcare (MASH), Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

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Created: \_\_\_\_\_  
Date

Revised: January 2026  
Date

Approved by: D Scrivens \_\_\_\_\_ January 12/2026  
Regional Manager/ Supervisor Date

Approved by: [Signature] \_\_\_\_\_ January 26, 2026  
Vice President/ CEO Date

Reviewed by: [Signature] \_\_\_\_\_ January 27, 2026  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities*

*included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*