



POSITION DESCRIPTION

POSITION TITLE: HOME VISITOR – FAMILIES FIRST

DEPARTMENT: PUBLIC HEALTH

CLASSIFICATION:

UNION: MGEU - COMMUNITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO: FAMILIES FIRST COORDINATOR, CLINICAL TEAM MANAGER – PUBLIC HEALTH

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Home Visitor – Families First is a member of a multi-disciplinary team providing services to promote the healthy growth and development of children (prenatally until school entry) and their families. The Home Visitor – Families First works with families from a strength based perspective to promote positive parent-child interactions, to enhance parents' knowledge of childhood growth and development, to enhance parenting skills, and to connect families with their community. The Home Visitor – Families First will ensure services are offered in accordance with the established guidelines of the provincial Families First Program and any applicable legislation. The position of Home Visitor – Families First functions in manner consistent with, and supports the mission, vision and values of the Interlake- Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Completes integrated Strategies Training for the Families First Program as outlines by Healthy Child Manitoba

- Completes Growing Great Kids/Families curriculum training and shares the information with the families during visits
- Completes educational sessions for the Towards Flourishing Project and utilizes the information from this curriculum with families during visits
- Attends and shares information with ongoing education sessions at team and regional meetings
- Maintains a positive working relationship with staff in a multi-disciplinary team based working environment
- Makes positive connections with families and offers support to them in their homes at regular intervals according to their criteria
- Uses curriculum materials to encourage positive parent-child interactions
- Uses curriculum materials to share information on childhood growth and development
- Works with families in a strength based manner
- Uses a variety of communication strategies to encourage families' critical thinking and problem solving skills as a way of empowering them
- Tailors visits to meet the needs and goals of individual families
- Encourages families to establish and work towards goals
- Promotes healthy lifestyle choices
- Consults with other team members regarding complex families situations
- Promotes awareness of community resources and encourages families to make connections within the community
- Promotes the Families First program in the community and collaborates with local agencies and services as needed
- Participates in the evaluation and research processes within the program
- Accurately documents phone calls and home visits according to program standards
- Actively participates in reflective supervision and case management with the supervisors/public health nurses
- Participates in planning and organizing and implementation of events to help connect families with one another in the community
- Maintains confidentiality in accordance with applicable legislation including The Personal Health Information Act
- Works in accordance with regional program guidelines, administrative policies and Families First process and protocols
- Pursuant to the Regional Health Authority 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

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 GED, or other acceptable training
- Growing Great Kids/Families Training preferred

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:

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SKILLS/COMPETENCIES:

- Strong interpersonal and communications skills
- Ability to identify and link with community resources
- Willingness to participate in ongoing education sessions
- Ability to establish and maintain positive relationships
- Demonstrated reliability and responsibility
- Ability to plan, organize and manages time effectively
- Ability to show initiative, take direction and work as part of a team
- Capacity to problem solve and to view different perspectives
- Ability to flex schedules to meet the needs of families
- Maintain confidentiality at all times
- Basic computer skills
- Able to meet the physical and emotion demands of the job
- Require current valid driver's license and vehicle
- 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.

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.
- No hazardous or significantly unpleasant conditions.
- 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.

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 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. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created:

_____ Date

Revised:

_____ May 2017

_____ Date

Approved by:

_____ Regional Manager/ Supervisor

_____ Date

Approved by:

_____ Vice President/ CEO

_____ Date

Reviewed by:

_____ 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 job 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.