

MountainHeart

Job Description

Job Title: Prenatal Home Visitor
Department: Head Start and Early Head Start
Reports To: Prenatal/Health/Nutrition Specialist
FLSA Status: Non-Exempt
OSHA Category: Category 1

Summary: This position provides knowledge, education and training to teens on prenatal, post-partum care and infant/toddler growth and life-span development.

Essential Duties and Responsibilities

- Carry out goals, policies, and activities to implement sections of 1304.04 of the revised Performance Standards, specifically related to provision of prenatal and post-partum health services to pregnant teens.
- Education pregnant teens on appropriate health and hygiene practices such as dental care, hand washing, post-partum self-care and breast care, etc.
- Provide support and linkage to needed services for pregnant teens.
- Act as a case manager for pregnant teenagers enrolled in the program.
- Conduct weekly home visits within two (2) weeks after the birth of baby to observe the well being of both mother and child.
- Conduct weekly home visits to share knowledge of prenatal curriculum and to prepare the mother and family for labor and delivery and for parenthood.
- Assist Prenatal/Health/Nutrition Specialist in assuring all children enrolled in program are up-to-date on immunizations and well baby checks according to the EPSDT schedule.
- Coordinate with Prenatal/Health/Nutrition Specialist and Family Community Partnership Specialist during post-partum period on transition plan for family and child into infant and toddler home base or center-based services.
- Ability to implement an effective, comprehensive health program for pregnant teens.
- Ability to implement and effective prenatal nutrition program for pregnant teens.
- Ability to interact and communicate with pregnant teens.
- Ability to communicate effectively with staff, health professionals, and community service professionals.
- Ability to communicate with families in a warm and caring manner.
- Travel is required.
- Other duties as assigned.
- Maintain confidentiality at all times.

Supervisory Responsibilities

This position does not have supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Prepared Date: June 2015 Approved by Policy Council: June 16, 2015
ALL PERSONNEL ARE AT WILL EMPLOYEES

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Licensed as a Practical Nurse in the State of West Virginia or Medical Assistant with 3 years health services and experience in case management and conducting home visits. Must have valid West Virginia driver’s license, automobile liability insurance and Commercial Drivers License (CDL); clear criminal background and maltreatment APS/CPS check.

Must obtain Food Handler’s Card, CPR, First Aid and OSHA Training, and Child Development Associate (CDC) credential appropriate for the Early Head Start program and infant and toddler services; and be bondable. Among other State and Federal requirements such as annual physical with TB testing.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position will be conducting home visits which will expose them to different living environments.

Employee Signature

Date