**East Shore District Health Department**

**Position Description**

**Family Support Provider**

Location: East Shore District Health Department, 688 E Main St, Branford, CT

Reports to: Program Manager/Clinical Supervisor

Position Status: Full-Time

Weekly Hours: 40

Affiliation: Non-Union, Salaried, Exempt Classification

**General Statement**

The primary responsibility of this position is to conducts home and virtual visits with vulnerable families for the purpose of providing research-based child development information, early literacy information, supporting positive parent-child interactions, and developmental screenings in an effort to promote school readiness, promote healthy pregnancy, and healthy birth outcomes.

# Distinguishing Characteristics

This position requires knowledge of child growth and development. Excellent interpersonal skills, strong organizational skills, and ability to model positive parent-child interaction. Must have comfort in making home visits in a variety of private home environments. Computer skills including Microsoft Office and Word are required. Knowledge of Healthy Families America Model, Parents as Teachers® curriculum, and the Early Childhood Information System is a plus.

# Essential Duties and Responsibilities

**Serves as a Family Support Provider**

* Assess parental support, child development, and home environment for the purpose of developing an individualized plan to assist parent(s) in parenting skills and interaction with child to enhance skill acquisition and prevent instances of child abuse and neglect.
* Conduct visits in client homes, the community, and virtually as needed.
* Coordinate parent activities in an effort to provide enrolled families opportunities to network with other parents and enhance overall parenting skills including self-esteem, nutrition practices, parent-child interactions, etc.
* Maintain a variety of confidential records for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
* Participate in various meetings (e.g. advisory board, in-service training, department meetings, professional development, etc.) for the purpose of collaborating with other personnel, conveying and/or gathering information required to perform functions, recruiting families and/or addressing professional development requirements.
* Prepare written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, and/or conveying information.
* Provide parents with information regarding child development, childcare, child safety, behavior management techniques, positive parenting practices, and their role as their child’s first teacher.
* Understand and promote secure attachment between parents and their children.
* Demonstrate interactive parent-child activities and encourage parents to practice activities on a regular basis.
* Demonstrate and model appropriate child development activities in an effort to promote parent knowledge and skill.
* Connect families to other resources in the community (e.g. WIC, SNAP, job training, etc.) as needed.

The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

**Knowledge, Skills and Abilities**

Knowledge of

* Knowledge of child growth and development.
* Community services and resources in the Shoreline area.
* Parents as Teachers ® curriculum a plus.
* Health Families America a plus.

Ability to

* Interact well with others.
* Establish trusting relationships.
* Acceptance of individual differences.
* To use humility in work with culturally diverse families
* Utilize reflective supervision.
* To work collaboratively with diverse organizations and interests to organize and facilitate parenting events/groups.
* Understand the planning process.
* Use tools and educational activities as appropriate.
* Operate computers, software applications, website, social media other business technology and use a variety of software.
* Communicate effectively orally and in writing.
* Prepare clear and concise case records and reports.
* Make decisions, prioritize daily appointments as needed.
* Consistently produce accurate work.
* Make adjustments and changes to daily assignment as needed.
* Establish and maintain effective working relationships. Ability to work with others and to work independently (as a self-starter).

**Licenses; Certifications; Special Requirements**

* Must possess and maintain a valid driver’s license.
* Must possess and maintain all applicable public health certifications as required the State of Connecticut.
* May be required to obtain additional certifications as a result of legislative requirements.
* Obtain other Federal and State certifications and licenses as applicable by industry professional standards.

**Physical Demands and Working Conditions**

Work is performed in an office environment and may include various community settings with travel to outside district sites. Candidate must have the ability to reach and bend, and push/pull or lift objects less than twenty (20) pounds. Work may be performed outside of normal business hours to respond to emergency situations and/or educational forums performed in the evening or on weekends. Candidate may be exposed to body fluids, hazardous wastes material, toxins, and/or poisonous substances.

**Minimum Qualifications**

* Associates degree in Early Childhood, Human Services or related field and two years of relevant supervised work experience required. Bachelor’s degree preferred.
* Spanish and English fluency - written and spoken – preferred.
* Computer skills, including knowledge and proficiency of Microsoft Office.

**HOW TO APPLY:**

Please send a letter of interest and a copy of your resume to [dpopkin@esdhd.org](mailto:dpopkin@esdhd.org)

This is a grant funded position and the salary range for this position is dependent on qualifications. Applications will be taken until this position is filled. Equal opportunity employer - minorities, veterans and people with disabilities are encouraged to apply.

Please note that only candidates selected for an interview will be contacted. Due to the volume of applications, we are sorry that phone calls cannot be returned.