



**North Eastman Health Association Inc.
Job Description**

Home Visitor – Healthy Baby

Position Summary

Working under the direction of the Healthy Baby Facilitator and the Public Health Manager, the Home Visitor is primarily responsible for providing support to Healthy Baby participants in the community and providing assistance to the facilitator in the development and implementation of Healthy Baby drop-in sites. The Home Visitor will ensure services and programs are offered in accordance with the established guidelines of the Healthy Baby Program and the Mission, Vision and Values of North Eastman Health Association.

Reports To: Public Health Manager

Union: MGEU - Community Support

Qualifications:

Education and Experience

- Grade 12, GED or other acceptable training.
- Experience working with young children {0-3} and their families.
- Basic knowledge of early childhood growth and development.
- Previous work experience with families in a group setting preferred.
- Proficiency working with computers preferred.
- A valid driver's license and a vehicle are required.

Knowledge, Skills and Abilities

- Ability to work independently and as part of a multi-disciplinary team.
- Strong interpersonal and communication skills.
- Ability to identify and link with community resources.
- Ability to take direction and work as part of a team.
- Ability to use effective strategies to support the growth and development of strong families and healthy children.
- Ability to flex schedules to meet the needs of the program.
- Ability to plan, organize and manage time effectively.
- Capacity to problem solve and view different perspectives.
- Maintain confidentiality at all times.

Position Duties and Responsibilities:

- Assist Healthy Baby Facilitator and other members of the Healthy Baby Team to plan activities at the Healthy Baby drop-in sites.
- Assist with the set-up/ clean-up/ meal preparation at the sites.
- Responsible for delivering program activities as required.
- Participate in the debriefing following the drop-ins.
- Provide outreach to families as identified by the facilitator/ other team members/ community agencies.
- Work in collaboration with the facilitator to promote awareness of the Healthy Baby Program.
- Travel to different Healthy Baby sites within the region.
- Completes documentation as required.
- Attend educational sessions as required.
- May be required to provide transportation to families.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date

NOTE: Original Signed and Dated September 29, 2003