



POSITION DESCRIPTION

Position Title:	Families First Home Visitor
Department:	Public Health-Healthy Living
Classification:	Home Visitor
Union:	CUPE
Approved by:	Regional Lead – Community & Continuing Care
Date approved:	November 15, 2024

REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Public Health-Healthy Living,
Families First – Public Health Nurse

Positions supervised: N/A

POSITION PURPOSE

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 regional Public Health/Community Team manager and in conjunction with the Public Health Nurse who provides reflective supervision and coordination for guidance in regional day-to-day operations.

Families First is a 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 interdisciplinary team and is responsible to initiate and maintain regular connection through family-centered home visiting. The incumbent will utilize an evidence-informed 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 Regional Health Authority.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions 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.
- Use a non-judgmental, strength-based, family-centered and 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 Public Health Nurse Case Managers to support families' goals, optimal child development, and family functioning.
- Collaborate with members of the interdisciplinary team to deliver 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.

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 provincial program fidelity and quality assurance standards.
- 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 required meetings or events.
- Engage in community activities, 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 per applicable 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 conflict-of-interest policy.

Administrative Responsibility and Accountability

- Complete documentation as per regional and provincial program requirements, including monthly statistical reports.
- Complete and maintain a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check.
- Maintain required immunizations according to RHA policy.
- Complete probationary period and participate in performance reviews.
- Contribute to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Perform other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Successful completion of probation.
2. Performance Conversation to be completed at the end of the probationary period and at minimum every two years following.
3. Quarterly job shadows (minimum) and feedback.
4. Works within established guidelines and competencies as evidenced by reviews and audits.

QUALIFICATIONS

Education:

- High School Diploma or equivalent; or GED Manitoba Standards required.
- Certification as a Community Support Worker, Social Services Worker, Family Support Worker, Early Childhood Educator, or other relevant post-secondary education in a related field, is an asset.
- Other combinations of education and experience may be considered.
- Successful candidate required to complete Families First provincial orientation and training as scheduled.

Certification/Licensure/Registration:

- N/A

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/Conditions of employment:

- 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, utilizing adult learning principles.
- Ability to plan, organize and implement strength-based, trauma-informed, and culturally safe practices effectively.
- Knowledge of early childhood growth and development prenatally up to five years of age.
- 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.

- Demonstrated fluency in English including verbal, reading and written communication skills.
- Proficiency in both official languages essential for designated bilingual positions.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.

WORK CONDITIONS

- Physically capable of providing service in a wide variety of community settings under varying weather and environmental conditions.
- Physically able to lift and carry equipment weighing up to 20 lbs. or 9 kgs.
- Physically able to climb stairs, crouch, and to kneel/sit on the floor when facilitating home visit components and engaging in parent-child activities.
- Expected travel throughout the region/province for training requirements, program needs, or for provision of home visiting services to families.
- Designated Northern positions requires travel to remote communities, and this may necessitate overnight accommodations.
- Evening and weekend work may be required to meet client needs.

SALARY SCALE

As per CUPE Collective Agreement

Job 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.