



**WINNIPEG REGIONAL HEALTH AUTHORITY
POSITION DESCRIPTION (Non-Management)**

INCUMBENT:

DATE: March 8, 2012

POSITION TITLE: FAMILIES FIRST HOME VISITOR

CLASS: W80/W94

UNION: MGEU

DEPARTMENT: POPULATION AND PUBLIC HEALTH

SUPERVISOR'S TITLE: Team Manager

SUPERVISORY RESPONSIBILITIES: (XX) None
Number Titles of those supervised

EDUCATION:

- Complete high school education or GED, Manitoba standards, required.
- Willingness to successfully complete Integrated Strategies and Growing Great Kids Tier 1 training within 6 months of employment.
- Commitment to complete Growing Great Kids Tier 2 and Tier 3 training at the earliest opportunity.
- Certification as a Family Support Worker/Fetal Alcohol Spectrum Disorder Program, Early Childhood Educator, or other relevant education preferred.

NOTE: Titles of training and related curriculum may change or be updated from time to time.

SPECIAL TRAINING:

- Basic computer skills required (i.e. word processing, web navigation, email).

EXPERIENCE:

- Experience working with families with young children 0-5 years of age in areas related to parenting in two of the last five years required.

OTHER:

- Basic knowledge of early childhood growth and development, effective parenting, and social factors that affect health and well-being required.
- Able to work with families that experience significant challenges.
- Able to use strength-based and solution-focused approaches.
- A sensitive, non-judgmental approach in working with families.

- Strong interpersonal and communication skills and maintains positive interpersonal relationships.
- Strong problem solving and decision making skills.
- Able to plan, organize and manage time effectively.
- Able to effectively use curriculum based resources.
- Able to identify community resources.
- Shows initiative and able to take direction and work as part of a team.
- Fluent English reading, writing and oral skills.
- Understanding of Aboriginal customs, experience, traditions and values is an asset.

For designated bilingual positions:

Consistent with the French Language Services Policy of the Government of Manitoba and the Winnipeg Regional Health Authority's (WRHA) French Language Services Policy, the WRHA is committed to offer services in French and English in designated program/service areas serving francophone communities in Winnipeg. **THIS POSITION HAS BEEN DESIGNATED BILINGUAL.**

Fidèle à la Politique des services en langue française du gouvernement du Manitoba et à sa propre politique en matière de services en français, l'Office régional de la santé de Winnipeg s'est engagé à offrir ses services en français et en anglais dans des zones francophones désignées de programmes et de services. **LE POSTE INDIQUÉ CI-HAUT A ÉTÉ DÉSIGNÉ BILINGUE.**

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Evening and weekend work may be required to meet client needs.
- Physically able to lift and carry equipment weighing up to 15 lbs or 6.8 kgs.
- Physically able to climb stairs, to crouch, and to kneel/sit on the floor when engaging in parent-child centered activities.
- Physically capable of providing service in a wide variety of community settings under varying weather and environmental conditions.
- Access to a motor vehicle suitable for all environmental conditions may be required.
- Child Abuse Registry check and Criminal Record check acceptable to the WRHA.
- Subject to immunizations and tuberculin testing as per WRHA Policy.

LICENCES, REGISTRATIONS:

- Valid class 5 driver's license may be required.

MAIN FUNCTION: (In Order of Importance):

Reporting to the Team Manager and in collaboration with Public Health Nurses (PHN), the Families First Home Visitor (FFHV) is responsible for initiating and maintaining regular and long term support with families eligible for the Families First program. The primary focus of the FFHV is on the parent-child relationship. Services are mainly provided in the home, and are long-term, structured, family-centered and strength-based. Duties and responsibilities include:

- Establishing trusting relationships with families.
 - Applying skills to observe and consider information.
 - Planning, implementing and evaluating services with families to cultivate the growth of secure parent child attachments.
 - Supporting parents to optimize their child's developmental potential.
 - Nourishing the parents' interest in providing competent basic care, healthy nutrition, and preventive health practices.
 - Working with families and others to improve the health and well being of families.
 - Interacting effectively with diverse individuals, groups and communities.
 - Communicating effectively with individuals, families, groups and colleagues.
 - Participating in weekly reflective supervision with a designated PHN.
 - Meeting with PHN case managers on a regular basis to review individual family situations and service plans.
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ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:

Establishes Trusting Relationships with Families:

- uses approved communication strategies on a consistent basis to support parents to feel a sense of respect and empowerment.
- engages parents in the emergent use of approved resources.
- uses health behavior change, harm reduction and strength based approaches in working with parents.

Applies Skills to Observe and Consider Information:

- uses the PHN assessment of family strengths and challenges.
- observes and considers how parenting is developmentally appropriate.
- identifies the most appropriate approved curriculum.
- observes and considers how parents are applying new parenting skills.

Plans, Implements and Evaluates Services with Families to Cultivate the Growth of Secure Parent Child Attachments:

- integrates the family's values to support parents' provision of nurturing care and developmental support for their children.
- increases the parents' understanding of the primary developmental milestones of their child by purposeful discussion and use of curriculum-based child development activities.
- uses approved resources with families.
- uses curriculum resources to assess parent's stress and coping and offer strategies and learning opportunities to enhance parents' skills.
- collaborates with PHNs to provide services with families.
- supports parents to develop knowledge and skills to form empathic relationships with their children.
- assesses how parents use curriculum parenting skills and provides opportunities for parents to practice during home visits.

Supports Parents to Optimize their Child's Developmental Potential:

- uses approved resources, curriculum, communication and coaching strategies to support parents in an effective manner including:
 - i. providing age-appropriate opportunities for their child's development in all areas.
 - ii. responding to the unique temperamental characteristics of their child.
 - iii. addressing opinions regarding physical punishment and support nurturing and effective discipline.
- supports parents to use fundamental parenting strategies to optimize child development.
- supports parents with instilling curiosity and a confidence for learning in their children.

Nourishes the Parents' Interest in Providing Competent Basic Care, Healthy Nutrition, and Preventive Health Practices:

- supports parents to access healthcare for their children.
- consults and partners with PHNs to support optimal health outcomes for families.
- uses curriculum resources to assist parents to assess and plan for their children's health.
- integrates activities aimed at improving nutritional and physical health of children and their families, including physical activity promotion.

Works with Families and Others to Improve the Health and Well Being of Families:

- expands the parent's capacity to manage stress and use a variety of community resources that will strengthen the individual parent as well as the family.
- works with PHNs to support parents to seek counselling services for mental health problems and domestic violence.
- works with parents to establish and strengthen their connections with various community resources that support healthy parenting and lifestyles.
- coaches parents to become their child's and their own best advocates.
- supports parents to identify goals and the plans to accomplish these goals.
- works with PHNs, other team members and other community professionals to maximize family potential and address issues.

Interacts Effectively with Diverse Individuals, Groups and Communities:

- uses approved curriculum resources to assess how the values, traditions and practices of each family can enrich a child's life and strengthen the family.
- uses approved curriculum resources to integrate the family's cultural practices and traditions into the activities undertaken with them.
- encourages families to share their positive traditions with their children.
- encourages parents to use multiple languages with their children when this is an option.
- applies culturally-relevant approaches with people from diverse cultural, socioeconomic and educational backgrounds, sexual minorities, and persons of all ages, genders, health status and abilities.

Communicates Effectively with Individuals, Families, Groups and Colleagues:

- explains and maintains appropriate boundaries with program participants, colleagues and other service providers.
- communicates professionally and respectfully with individuals and families.
- uses communication strategies consistent with approved curriculum.
- uses current technology to communicate.
- uses qualified interpreters when appropriate.

- manages conflict respectfully.

Is Responsible and Accountable:

- applies the mission, vision, values and priorities of the WRHA in service.
- schedules and completes appointments with families according to WRHA Families First expectations.
- manages a caseload consistent with current WRHA guidelines.
- prepares for and actively participates in regular review of assessments, plans with the family and the public health nursing plan.
- recognizes own level of competence and seeks appropriate direction or assistance.
- seeks timely and appropriate direction and feedback in situations of crisis, concern or complexity with PHNs and /or Team Manager.
- participates in required training and other professional development activities upon manager approval and takes active role in practice improvement.
- manages self, information and resources in accordance with all relevant guidelines, policies, standards, and legislation.
- contributes to maintaining organizational performance standards and a healthy, responsive workplace and organization.
- builds capacity by sharing knowledge, through participation in professional development and practice development activities, mentoring and orienting new staff, providing constructive feedback to colleagues, and participating in research and quality assurance initiatives.
- completes documentation as per regional standards.
- completes and submits statistical information, reports and forms according to regional expectations.
- takes preventive, as well as corrective action individually or in partnership with others to protect individuals from unsafe, incompetent, or unethical circumstances.
- uses and maintains equipment and supplies effectively.
- adheres to all safety and health regulations and safe work practices.

- may be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

INCUMBENT'S SIGNATURE

SUPERVISOR'S SIGNATURE