



POSITION DESCRIPTION

Position Title	Home Visitor
Department	Community Wellness
Reports To	Project LAUNCH Program Manager

Job Grade	C	Schedule: Full time
Effective Date	March 2019	Benefitted

Position Summary

The Home Visitor (HV) of the Yellowhawk Project LAUNCH will be responsible for providing home visits to families with children, prenatal through age 8. The HV will use an evidence-based curriculum called “Family Spirit” as well as other educational modules to be determined. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Duties:

Perform home visits to assess patients and families’ health and healthcare needs to promote healthy living and document encounters in the electronic health record (EHR) system.

Primary focus is supporting families by providing child development and healthy pregnancy information and parenting skill development, including traditional parenting practices.

Maintain confidentiality in accordance with the Yellowhawk Tribal Health Center Policy Manual, HIPAA and the Privacy Act.

Communicate and collaborate closely with parent partner, project team, Yellowhawk integration team, behavioral health team and health promotion team.

Advocate for youth and family’s health care needs and services.

Assist in providing quality health promotion activities in our community.

Provide resource referrals to local, tribal and community services.

Model positive parenting strategies to assist parents/families to provide a safe and effective learning environment while raising their children.

Maintain lifestyle consistent with behavioral health role modeling of wellness.

Collaborate with other departments to maintain communication and good working relationships within the organization and ensure quality service for patients.

Attend required trainings and meetings.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Ability to work as a team with co-workers and maintain a professional relationship with all outside entities.

Must have excellent verbal and written communication.

Ability to give full attention to what patients are saying, taking time to understand points being made, asking questions as appropriate but maintain professional boundaries.

Ability to make good decisions that keep patient safety a top priority, work responsibly and independently with minimal supervision.

Must have some understanding of trauma-informed approaches to working with children and families.

Knowledge and understanding of our cultural and community needs.

Experience in serving as a liaison between groups.

Ability to advocate for needs or change.

Able to work with computer to enter data and provide reporting requirements.

Must have interpersonal skills to provide compassionate, quality care.

Typical Physical Demands:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

Typical Working Conditions:

Most work is performed in a normal office environment. Frequent field work is required. Occasional exposure to communicable diseases and other conditions in a clinic environment. Potential occasional exposure to aggressive, psychotic, and/or violent patients.

Other Aspects of the Position:

May require regular weekend and/or evening work.

May require travel for training and meetings.

Represents Yellowhawk with a respected and viable presence in the community.

Minimum Qualifications:

Associate’s Degree in Social Work, Early Childhood Education, Psychology, General Studies or related field OR 2 years’ related work experience.

Must possess or receive CPR and First Aid certification within ninety (90) days of employment.

Must possess a valid driver’s license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

Bachelor’s Degree in Social Work, Early Childhood Education, Public Health, or related field

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center (YTHC) delivery of health care services, business operations and reputation are built on the principles of our employees’ fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the YTHC employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date