



Hancock Public Health

Your Recognized Leader in Population Health

Karim Baroudi, MPH, Health Commissioner



Date Posted Internally and Externally: 1/23/2024

Position: Help Me Grow Home Visitor III/ Lead Home Visitor

General statement of duties:

Help Me Grow is a voluntary family support program for pregnant women or new parents. Offered in every county of the state through a well-established network, Help Me Grow is an evidence-based program that promotes healthy growth and development. The program is offered prenatally through age 3. As a home visitor you will become well-trained and use a non-judgmental and compassionate approach to empower parents with skills, tools and confidence to nurture the healthy growth of their baby.

The Help Me Grow Lead Home Visitor helps facilitate the program within Hancock County. They provide leadership, oversight, and vision for the program. The Help Me Grow Lead Home Visitor must be able to demonstrate HPH values and mission every day, performing with the highest standards of excellence, integrity and ethics. Although this position focuses primarily on the Help Me Grow supervisory role, it may also require the supervisor to hold a partial caseload of families.

Required education, experience, and training:

- Ability to establish and maintain cooperative working relationships with employees, officials, and other agencies and the public.
- Excellent communication skills and ability to foster partnerships
- Well versed in modern office procedures, practices, equipment, and software
- Ability to operate a personal computer
- Must have a valid driver's license and reliable transportation
- Must have a baseline Ohio Bureau of Criminal Investigation (BCI)
- Five years experience working with pregnant women, infants, or toddlers.
- Previous supervisory experience

Preferred qualifications:

- Current BLS certification
- Pediatric Experience
- Help Me Grow experience
- Licensed Social Worker within the State of Ohio if seeking employment as a Licensed Social Worker
- Bachelor's degree from an accredited college or university in a field approved by the Help Me Grow guidelines- including public health, early childhood or human services

Five years experience working with pregnant women, infants, or toddlers.

Additional requirements:

- Retain current licensure if applicable.

Interested parties submit resume to:

Hancock Public Health

Attn: Alexa Heacock RN, BSN

AHeacock@Hancockpublichealth.com

2225 Keith Parkway

Findlay, Ohio 45840

Resumes will be accepted until February 9, 2024



Hancock Public Health

Your Recognized Leader in Population Health

An Equal Opportunity Employer and Provider Serving All of Hancock County and the City of Findlay



Job Title	Help Me Grow Home Visitor III/ Lead Home Visitor	County	Hancock
Division	Help Me Grow – Home Visiting	Yearly Salary	\$48,817.60- \$68,411.20
Supervisor	Lead Help Me Grow Home Visitor	Position Type	Full Time

Position Summary:

The Help Me Grow Lead Home Visitor helps facilitate the program within Hancock County. They provide leadership, oversight, and vision for the program. The Help Me Grow Lead Home Visitor must be able to demonstrate HPH values and mission every day, performing with the highest standards of excellence, integrity and ethics. Although this position focuses primarily on the Help Me Grow supervisory role, it may also require the supervisor to hold a partial caseload of families. **This role is unique to the Help Me Grow program.**

Essential Duties:


1	Assist the Program Manager with HMG staff including hiring, supervision and high emphasis on employee development.
2	Demonstrates and model's positive leadership, promotes a team based work environment and present the agency in the most positive light with all internal and external contacts.
3	Assists in the development of realistic budget, assisting the community health service director and finance director in assuring that assigned services are adequately documented and that billing requirements are met, working pro-actively to assure budget compliance. Exhibits and demands care and competence in managing agency resources.
4	Ensures the integrity of the program and service delivery, compliance and evaluation.
5	Prepares and submits HMG billing.
6	When necessary, participate in client meetings and provides direct service and assistance to home visitors.
7	Assigns cases and collaborates with home visitors to make discharge decisions according to program time lines and guidelines.
8	Ensures that case records are complete, current and accurately maintained.
9	Is the primary organizer and planner of group connections, special events, and program specific projects
10	Ensures program surveys are delivered according to affiliation (PAT) and ODH requirement and guidelines.
11	Provides reflective supervision for home visitors and supervisors who carry a caseload in accordance with affiliation and ODH requirements and guidelines.
12	Supervises and seeks out professional development for home visitors and ensures that home visitors are all current and up to date on program requirements.
13	Assists with program meetings and maintains records.
14	All reporting documentations are valid and reported on by program requirements and deadlines.
15	Is involved in the HMG program operations of hiring, discipline, and termination/resignation.
16	Creates, renews and revises Help Me Grow policies and procedures.
17	Works in collaboration with community partners and is involved in outreach activities.
18	Promotes public health education and disease prevention.
19	Acts as a health advocate for individuals, families and the community.
20	Follows HIPAA provisions concerning confidential information.
21	Displays knowledge of community resources and provide for intake and referral to proper community agencies.
22	Participates in community health needs assessment process.
23	Participates in continuing education programs and self-directed education to keep skills and knowledge current.
24	Performs clerical tasks (e.g. charts and records, completes required reports, etc.)
25	Serves as liaison with others in the organization and conducts and/or attends meetings.
26	Demonstrates competence in decision making and problem solving regarding public health issues and knowledgeable on appropriate action to be taken.
27	Utilizes appropriate communication skills and comply with state & agency policies and procedures.
28	Utilizes knowledge of normal infant and childhood development to provide basic child health assessment.
29	Demonstrates knowledge regarding Universal Precautions, blood borne pathogens and communicable.

Essential Duties: (continued)

30	Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.	
31	Participates in trainings, drills, investigations, mass prophylaxis clinics in response to public health emergencies and bioterrorism events.	
32	Participates in public health education and outreach events.	
33	Performs other duties as required.	
Basic Qualifications		Preferred Qualifications
<ul style="list-style-type: none"> • Must hold a bachelor's degree from an accredited college or university in a field (related to working with pregnant women, infants or toddlers such as counseling, early childhood education, nursing, or social work) approved by the ODH Help Me Grow guidelines. • Completion of training as required by the Home Visiting model (PAT) and ODH implemented within six (6) months of hire. • Knowledge and/or experience working with infants, toddlers, and their families 		<ul style="list-style-type: none"> • 2 years' experience working in the HMG system • Knowledge of the HMG system • Middle management (or higher) experience.
Organizational Key Competencies:		
<p>All Hancock Public Health (HPH) employees are expected to ensure that Hancock County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all HPH employees are expected to meet specified competencies in the following areas:</p> <ul style="list-style-type: none"> • Customer Focus: Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect. • Accountability: Be accountable for knowing the scope of HPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity. • Equity & Fairness: Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice. • Continuous Quality Improvement: Establish and maintain organizational capacity and resources to support CQI. • Occupational Health & Safety: Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations. • Emergency Preparedness: Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks. • Communication: Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency. 		
Position Specific Key Competencies for Public Health Professionals:		
Analytical/Assessment Skills		
1B1	Describes factors affecting the health of a community (e.g. equity, income, education, environment)	
1B2	Determines quantitative and qualitative data and information needed for assessing the health of a community	
1B3	Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information	
1B4	Uses information technology in accessing, collecting, analyzing, using, maintaining and disseminating data and information	
1B5	Analyzes the validity and reliability of data	
1B6	Analyzes the comparability of data	
1B7	Resolves gaps in data	
1B8	Collects valid and reliable quantitative and qualitative data	
1B9	Analyzes quantitative and qualitative data	
1B1000	Interprets quantitative and qualitative data	
1B11	Identifies assets and resources the can used for improving the health of a community.	
1B12	Assess community health status and factors influencing health in a community	
1B14	Makes evidence-bases decisions	
1B15	Advocates for the use of evidence in decisions making that affects the health of a community.	
Policy Development/ Program Planning Skills		
2B1	Ensures state/Tribal/community health improvement planning uses community health assessments and other information related to the health of a community	
2B2	Develops program goals and objectives	
2B3	Contributes to development of organizational strategic plan	
2B4	Implements organizational strategic plan	
2B5	Monitors current and projected trends representing the health of a community	
2B6	Develops options for policies programs, and services	
2B7	Examines the feasibility and implications of policies, programs, and services	
2B8	Recommends policies, programs, and services for implementation	
2B9	Implements policies, programs and services	
2B10	Explains the importance of evaluations for improving policies, programs, and services	
2B11	Evaluates policies, programs, and services	
2B12	Implements strategies for continuous quality improvement	
2B13	Uses public health informatics in developing, implementing, evaluating, and improving policies, programs, and services.	

Communication Skills	
3B1	Assesses the literacy of the populations served.
3B2	Communicates in writing and orally with linguistic and cultural proficiency
3B3	Solicits input from individuals and organizations for improving the health of a community.
3B4	Selects approaches for disseminating public health data and information
3B5	Conveys data and information to professionals and the public using a variety of approaches
3B7	Facilitates communication among individuals, groups, and organizations
Cultural Competency Skills	
4B2	Describes the diversity of individuals and populations in a community
4B3	Recognizes the ways diversity influences policies, programs, and services that affect the health of a community.
4B5	Ensures the diversity of individuals and populations is addressed in policies, programs and services that affect the health of a community.
4B6	Assesses the effects of the policies, programs, and services on different populations in a community
Community Dimensions of Practice Skills	
5B3	Suggests relationships that may be needed to improve health in a community
5B4	Establishes relationship to improve health in a community
5B5	Maintains relationships that improve health in a community
5B6	Facilitates collaborations among partners to improve health in a community
5B8	Uses community input for developing, implementing, evaluating, and improving policies, programs and services.
5B10	Advocates for policies, programs and resources that improve health in a community
5B11	Collaborates in community-based participatory research
Public Health Sciences Skills	
6B7	Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services
6B8	Identifies the laws, regulations, policies, and procedures for the ethical conduct of research
6B9	Contributes to the public health evidence base
6B10	Develops partnerships that will increase use of evidence in public health practice
Financial Planning and Management Skills	
7B3	Implements policies and procedures of the governing body or administrative unit that oversees the organization
7B5	Justifies programs for inclusion in organizational budgets
7B7	Defends program budgets
7B8	Prepares proposals for funding
7B10	Uses financial analysis methods in making decisions about policies, programs, and services
7B11	Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff.)
7B13	Motivates personnel for the purpose of achieving program and organizations goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
7B14	Uses evaluations results to improved program and organizational performance
7B16	Uses performance management systems for program and organizational improvement
Leadership and Systems Thinking Skills	
8B1	Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
8B2	Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels.
8B3	Explains the ways public health, health care, and other organizations can work together or individually to impact the health of a community
8B4	Collaborates with individuals and organizations in developing a vision for a health community
8B5	Analyzes internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
8B6	Provides opportunities for professional development for individuals and teams
8B7	Ensures use of professional development opportunities by individuals and teams
8B8	Modifies organizational practices in consideration of changes
8B9	Contributes to continuous improvement of individual, program and organizational performance
8B10	Advocates for the role of public health in providing population health services

Knowledge & Software Competencies:					
Knowledge of the following are integral to the daily responsibilities of this position:					
<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> ODRS	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> GroupWise/MS Outlook	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Website/Social Media	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Allscripts or other EMR	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> SPSS, SAS, or other	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	statistical software	
<i>1= Beginner 2=Intermediate 3=Advanced/Expert</i>					

Reviewed By	Alexa Heacock	Date	12/03/2021
Approved By	Karim Baroudi, MPH Health Commissioner	Date	12/6/2021 
Last Updated By		Date	