

## **Northwest Colorado Health**

### **SafeCare Colorado Parent Support Provider**

#### **General Statement of Duties:**

This position is responsible for delivering a strength based intervention program to under-resourced and at risk families with children under the age of 5 years old in the home setting, in accordance with SafeCare Colorado guidelines, program goals and objectives.

#### **Supervision Received:**

Reports to the SafeCare Colorado Supervisor.

#### **Essential Functions:**

1. Demonstrate strong engagement skills to recruit and retain clients in a voluntary, home-based service.
2. Make initial enrollment telephone calls to referred families.
3. Carry an average caseload of 24-33 clients.
4. Driving to clients homes in all areas of Moffatt County
5. Use tablet and database systems to complete intake and ongoing family tracking and administer quality improvement measures.
6. Supervision/Coaching
  - a. Meet weekly with SafeCare Colorado supervisor.
  - b. Open and responsive to supervision and feedback
  - c. Participate in scheduled individual and group coaching (by phone or in person).
7. Training
  - a. Attend 5 day SafeCare Colorado Parent Support Provider Training and any additional supplemental trainings.
  - b. Complete training on protocols, data collections and assessments used in SafeCare Colorado program.
8. Marketing and Outreach
  - a. Establish ongoing relationship with community agencies
  - b. Conduct ongoing, effective outreach to community and child welfare agencies.
  - c. Identify and facilitate outreach expansion opportunities.
  - d. Regularly track efforts within SafeCare Colorado database
9. Understand and adhere to SafeCare module protocol to meet fidelity
10. Link families with community resources that are relevant to their specific needs.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibility may be added, as appropriate.

**Experience:**

Professional work experience with young children/knowledge of early childhood development.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 combined and valid Colorado driver's license.
3. Current CPR certification.
4. Annual TB testing and/or screening.

**Skills:**

1. Psychomotor skills, including repetitive pinching, grasping, and manipulating in rapid succession.
2. Daily standing, squatting, walking, bending, and maneuvering in worksites, clinics, and homes which are not barrier free
3. Adept in managing multiple tasks as well as navigating technology.
4. Ability to establish interpersonal relationships with families from diverse socioeconomic and cultural backgrounds.
5. Maintain professional boundaries.

**Knowledge:**

1. Knowledge of public health programs, policies and procedures.
2. Knowledge of agency and community resources.
3. Knowledge of technology and data base systems (audio recorder, tablet, Access, ect).

**Abilities:**

1. Heavy lifting over 50 pounds to carry supplies into clinic site and to transfer or turn pediatric and/or adult with or without assistive devices is required.
2. Ability to speak Spanish is highly desirable.

**Equipment:**

1. Equipment to be utilized may include audio recorder, screwdriver, and installation of safety devices.
2. Office equipment includes telephone, computer/tablet, and copier on daily basis.

**Working Conditions:**

1. Work environment is variable, as care is performed in clinics, public, non-medical facilities or in homes. Lighting, acoustics, air quality, temperatures, and environmental hazards are not predictable.
2. Must be able to work a flexible schedule.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

**I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.**

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_