Trumbull County Combined Health District

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<th>Position Title:</th>
<th>Family Support Specialist</th>
<th>Reports to:</th>
<th>Director of Nursing</th>
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<tr>
<td>Agency Unit:</td>
<td>Nursing</td>
<td>Revision</td>
<td>001</td>
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<tr>
<td>Employment Status:</td>
<td>Full-time Employee</td>
<td>Pay Grade:</td>
<td>Per Union Contract</td>
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<td>FLSA Status:</td>
<td>Bargaining Unit</td>
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**Position Summary:** Under the supervision of the Director of Nursing and the direct guidance of the Family Support Specialist Program Coordinator, the Family Support Specialist will plan, develop and implement the Healthy Families America (HFA) Model of home visiting in accordance with the Ohio Administrative Code (OAC) 3701-8 Help Me Grow Rule and the HFA best practice standards. Essential duties and responsibilities as described. Other bargaining unit duties may be assigned.

**Essential Duties:**

A. Provides home visiting services to the general public through the HFA Model.

B. Provisional and Fully Credentialled Home Visitor:
   - Family Support Specialist will provide home visits in the manner in which parenting education, screening and assessment services are intended to occur, as defined by OAC 3701-8 and the HFA best practice standards.
   - An evidence-based parenting education curriculum as approved by the department must be used as the primary content source for parenting education offered to those eligible. Trumbull County uses the Growing Great Kids (GGK) curriculum.
   - Family Support Specialist will (a) deliver parenting education through home visitation, (b) inform families of the availability of advocacy services; (c) coordinate information sharing with medical and service providers; and (d) facilitate transition plans to a development-enhancing program at age 3, as available and appropriate.
   - The Family Support Specialist must complete a personal profile with the Ohio professional registry (OPR) or its successor.
   - The Family Support Specialist will update OPR personal profile to reflect training and obtain verification.

**Other Duties & Responsibilities**

- Maintain records, conduct chart audits, complete reports, assists in review and revision of policies, procedures, and protocols.
- Attend meetings, conferences, trainings in order to maintain skills and knowledge.
- Participates in health fairs and other community activities to present information, promote good health, and promote health department programs.
- Assist in the coordinated and comprehensive child find system for children birth to three, to ensure that all infants and toddlers in the State, who are eligible for Home Visiting services are identified, assessed and receive the services that they need.

**Education Required:**

- The Family Support Specialist must have at least a completed Associate’s degree in a major field of study closely related to early childhood or human services; or possess a Bachelor degree from a Council of Higher Education Accreditation (CHEA) college or university with a minimum of one year’s experience working with pregnant mothers, infants or toddlers.
- A Family Support Specialist must be trained in the evidence-based curriculum approved by the department and utilized in the county of employment and be credentialled as a Home Visiting Home Visitor.
- The Family Support Specialist must complete the department required home visitor trainings, to include those required by the evidenced-based model being implemented.
Work Related Experience Required:

- A minimum of one year’s experience working with pregnant mothers, infants or toddlers.

Certification(s) & License(s) Required:

- Applicant must possess a valid State of Ohio vehicle operator’s license.
- Applicant must submit a Criminal Background Check prior to hiring.
- Applicant must submit a Background Check with the Ohio Central Registry on Child Abuse and Neglect.
- Maintain home visiting credential without lapse and shall renew every two years from the date of initial or most recent credential renewal by completing at least twenty contact hours of training related to the role or target population.

Minimum Qualifications:

A Family Support Specialist must obtain a Home Visiting Provisional Credential through the Ohio Department of Health (ODH) within 6 months of hire date. The provisional credential is issued by the ODH when the Family Support Specialist submits the application demonstrating:

- Minimum educational requirement for hire;
- Provisional credential checklist issued by ODH;
- Completion of the skills inventory with the Director of Nursing approval;
- Completion of a personal profile with on the Ohio Professional Registry (OPR);
- Completion of all trainings required as an employee of the Trumbull County Combined Health District to include those required by the evidence-based model being implemented; and
- The full Home Visiting credential is issued when the Family Support Specialist submits completion of all required training in-service sessions, which are listed in the ODH full credential checklist within one year of the provisional credential issuance.

Key Competencies:

The following Council on Linkages Core Competencies (as of June 26, 2014) for this position include:

- Analytical/Assessment Skills: 1A3, 1A4, 1A8, 1A12
- Policy Development/Program Planning Skills: 2A2, 2A4, 2A6, 2A10, 2A11
- Communication Skills: 3A1, 3A2, 3A3, 3A4, 3A6, 3A7
- Cultural Competency Skills: 4A1, 4A2, 4A3, 4A4, 4A5,4A6, 4A7
- Community Dimensions of Practice Skills: 5A1, 5A2, 5A4, 5A5, 5A7, 5A8, 5A9
- Financial Planning and Management Skills: 7A1, 7A3, 7A9, 7A11, 7A12
- Leadership and Systems Thinking Skills: 8A1, 8A4, 8A6, 8A7, 8A9

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee typically works in a normal office environment. The noise level in the work environment is usually quite to moderate. The employee is expected to freely operate the following tools and equipment: personal computer (including word processing and spreadsheet software); calculator, telephone, fax machine, photocopier and motor vehicle.
Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, carry or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk or hear, walk and sit. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

Selection Guidelines: Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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<tr>
<th>Date</th>
<th>Revision Number</th>
<th>Description of Change</th>
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<tr>
<td>1/23/19</td>
<td>001</td>
<td>1. Added Revision section.</td>
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<td>2. Added Revision to header.</td>
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<td>3. Removed Competencies: 1A11, 2A8, 3A5, 3A8, 5A6, 6A7, 6A8, 1A9, 7A5, 8A2, 8A3, 8A5.</td>
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<td>4. Added Competencies: 5A7</td>
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<td>5. Removed approval section. (Added approval cover sheet for all revised job descriptions).</td>
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<td>6. Changed Trumbull County General Health District to Trumbull County Combined Health District.</td>
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<td>7. Changed all references to Help Me Grow (HMG) to Home Visiting or Healthy Family America.</td>
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<td>8. In Essential Duties B, added provisional and fully credentialled. Removed section C.</td>
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<td>9. In Education Required, added Bachelor degree information and min work experience.</td>
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<td>10. In Work Related Experience &amp; Certifications and Licenses, changed to the same as Family Service Program Coordinator.</td>
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<td>11. In Minimum Qualifications, changed credential requirement from within 18 months to 6 months, replaced OCCRIA with Ohio Professional Registry (OPR), added full credentialing requirements.</td>
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<tr>
<td>9/21/21</td>
<td>002</td>
<td>1. Replaced position title with &quot;Family Support Specialist&quot;.</td>
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