



St. Lawrence County Health Initiative, Inc.

Job Description

JOB TITLE: Healthy Families of St. Lawrence County (HFSLC) - Family Support Worker

REPORTS TO: Program Supervisor

POSITION TYPE: Full-time (40 hours per week), Non Exempt

JOB SUMMARY: The Healthy Families NY (HFNY) program is an evidence-based parenting education program that is provided in families homes. The Healthy Families New York home visiting program matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families' access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays.

WORK ENVIRONMENT: The Healthy Families of St. Lawrence County (HFSLC) Family Support Worker will work primarily in the field traveling to a family homes to provide education.

ESSENTIAL JOB FUNCTIONS (Other duties may be assigned):

1. Agency

- a. Participate in St. Lawrence County Health Initiative, Inc. (SLHI) activities and meetings as required.
- b. Understand all SLHI programs and look for ways they may be able to interact with Healthy Families.
- c. Cross train for other agency positions as appropriate and if needed.
- d. Participate in other projects within the Health Initiative to support the organization's mission, growth and recognition in the community. This includes but is not limited to:
 - North Country Jr. Iron Chef (prior to, during and after event)

2. Sustainability Activities

- a. Work with the HFSLC Program Manager, Program Supervisor, the Executive Director and other agency staff to communicate regularly with the press, elected officials and the community.
- b. Participate in planning and hosting the Health Initiative's annual recognition event.
- c. Contribute to the agency newsletter on a regular basis.
- d. Provide regular contributions of pertinent items for the agency's Facebook page and other social media outlets.

3. Program and Evaluation

- a. Initiating and maintaining regular contact with families, primarily in their homes.
- b. Establishing a trusting relationship with families.
- c. Providing prenatal and other health education.
- d. Assisting to strengthen parent-child relationships.
- e. Assisting parents to improve their skills to optimize the home environment for the child's well-being and safety.
- f. Assisting in making and attending health and human service appointments, including activities related to employment and educational goals.



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4. Administrative

- a. Maintain accurate records of program activities including meeting minutes and staff activity records.
- b. Understand and comply with agency personnel and fiscal policies and procedures.
- c. Complete all required project reporting in a timely fashion, including submitting any state required data and providing data for internal reports.

5. Technology

- a. Be familiar with Microsoft Outlook, Excel, Word and PowerPoint.
- b. Maintain and update project web pages and social media.
- c. Be familiar with or comfortable with learning online data reporting systems.

6. Other Duties

- a. Continue education via webinars, conference calls, online courses and workshops, seminars or trainings. This may require travel and days or evenings away from home.
- b. Other duties within the Health Initiative to support the organization's mission, growth and recognition in the community.

REQUIRED SKILLS

- Strong listening skills.
- Ability to identify family strengths and foster self-sufficiency and independence in families.
- Ability to be satisfied with on-going projects where positive outcomes are often not immediately apparent.
- Emotionally mature and capable of exercising judgment.
- Ability to handle stressful situations.
- Knowledge of community resources.
- Successful parenting and/or child care experience.
- Respect for and sensitivity to the needs and rights of others, including those with differing cultural, racial, sexual, or ethnic identities.
- Ability to establish trusting relationships and work effectively with mothers, fathers, and extended family.
- Belief that children need to be nurtured.
- Knowledge of infant and child development

REQUIRED EXPERIENCE

- A high school diploma/GED with experience working with, or assisting, at-risk children and families in a community setting.
- Previous employment in a capacity demonstrating the required skills

PREFERRED SKILLS

- Strong written and verbal communication
- Comfortable with public speaking, including both small and large group presentations
- Willingness to learn new skills and the flexibility to adapt to changing job requirements



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- Ability to work independently within assigned projects
- Ability to work collaboratively as part of a team
- Demonstrated organizational and time management skills
- Ability to work effectively with diverse populations
- Desire to interact collegially and professionally with other agency staff
- Commitment to maintaining both internal and external confidentiality of program information, staff, program participants and community members at all times

OTHER REQUIREMENTS

- Reliable, personal transportation.
- Able and willing to attend conferences and meetings that require overnight travel.